

Appendix A

OCS-Child Welfare Casewise Model

Appendix A contains the portions of the LA DSS Current Enterprise Model describing Child Welfare programs. It includes all Casewise diagrams representing the Office of Community Services (OCS) Child Welfare business processes and the supporting financial processes of OCS and the Office of Management and Finance (OM&F).

The diagrams appear in a hierarchical format to show the “flow” of the business processes. High-level process diagrams are shown first, followed by any detail diagrams providing additional levels of detail. The diagrams representing the next steps in the process come next, along with their supporting detail. Supporting processes, such as payments, that are used in multiple process flows appear each time they are used. This results in some repetition of individual diagrams, but allows the reader to follow a process from beginning to end. A table of contents is included to facilitate review of specific diagrams. Additionally, a diagram hierarchy is included to demonstrate the relationship among diagrams.

Detail information is presented in the following manner:

- The Casewise diagram;
- Description of the overall process depicted on the diagram;
- Descriptions of each of the tasks contained on the diagram; and
- Supporting detail related to each task.

Contents of Model DSS ACESS As Is Model

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Diagram Hierarchy

- 01-Project Kick Off
 - CW-00-Child Welfare Main Page
 - CW-01 Intake Process
 - CW-01a Receives Report
 - CW-01b Record Report
 - CW-01d Non-Report
 - CW-01c Assess Report
 - CW-01d Non-Report
 - CW-02 Investigation In Home
 - CW-02a Investigation Out of Home
 - CW-03 Legal Process
 - CW-04 Provide Family Services
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check
 - FN-Semi-Automatic Payments

- FN-Worker Reimbursement
- CW-05 Child Placement
 - CW-05a Placement in Hospital
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check
 - FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
 - CW-05b Placement with Relative/Non-Relative
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check

- FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
- CW-05c Placement in Residential Facility
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check
 - FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
- FN-ISIS Payments
- FN-Manual Payments
 - FN-Issue Manual Check

- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- CW-06 Foster Care Service Delivery
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check
 - FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
- CW-06a Young Adult Program (YAP)
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments

- FN-Issue Manual Check
 - FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
- CW-07 Change Goal / Adoption
- CW-08 Conduct Adoptive Search
- CW-09 Adoption Legal Process
- CW-10 Adoption Petition
- CW-11 Record Subsidy Pre-Finalization
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments
 - FN-Expedited Payments
 - FN-ISIS Payments
 - FN-ISIS Payments
 - FN-Manual Payments
 - FN-Issue Manual Check
 - FN-Semi-Automatic Payments
 - FN-Worker Reimbursement
- CW-12 Adopt Subsidy Post Finalization
 - FN-Create and Process Payments
 - FN-Automatic Payments
 - FN-Emergency Payments

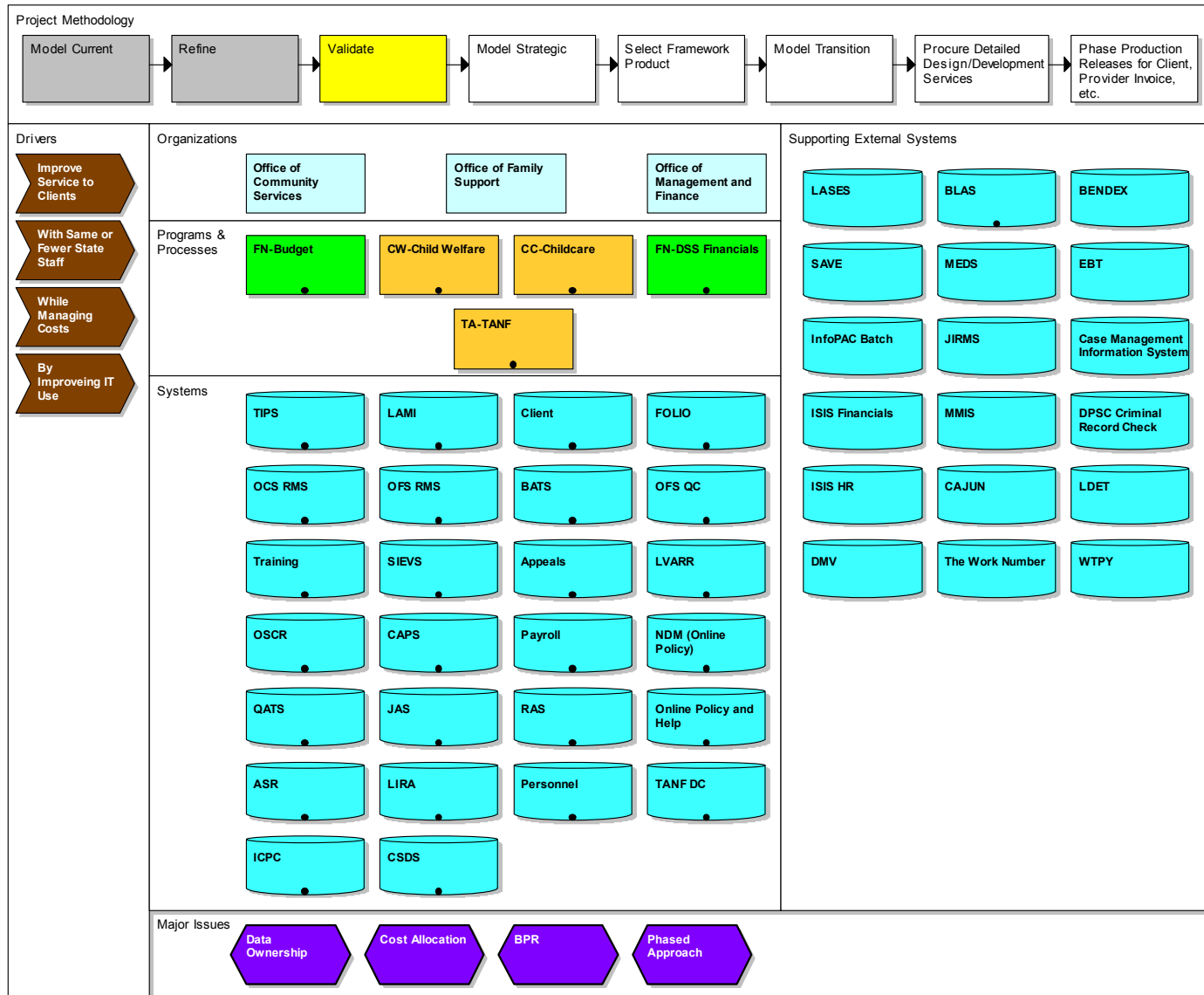
- FN-Expedited Payments
 - FN-ISIS Payments
- FN-ISIS Payments
- FN-Manual Payments
 - FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- CW-13 Denial of Adoption Subsidy
- CW-15 Initial Recruitment FH/Adoptive Home
 - FN-Budget
 - FN-Determine Detailed Expenditure Levels
 - FN-Monitor Budget
- CW-16 Initial Certification Foster Home
 - FN-Manual Payments
 - FN-Issue Manual Check
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
 - FN-Maintain Services and Rates
- CW-18a Establish Agreement with RF/PA
 - FN-Maintain Services and Rates
- CW-19 RF/PA Investigation
- CW-20 Private Placing

- CW-21 Set Rates for RF
 - FN-Maintain Services and Rates
- CW-22 Determine Eligibility
 - FN-Assign Funding Sources
 - FN-Federal Benefits
 - CW-25 SSA Benefit Reconsideration and Appeal
- CW-23 Recertification & Change
 - FN-Assign Funding Sources
- CW-24 Maintain Fed Benefits
 - FN-Federal Benefits
 - CW-25 SSA Benefit Reconsideration and Appeal
- CW-25 SSA Benefit Reconsideration and Appeal
 - FN-Federal Benefits

Diagrams

01-Project Kick Off

Diagram: 01-Project Kick Off



Description

This diagram, 01-Project Kick Off, is the navigational page for the "AS IS" Model. The diagram depicts seven areas, which are Project Methodology, Drivers, Organizations, Programs and Processes, Systems, Supporting Systems and Major Issues. A diagram object that has a visible dot indicates that additional diagrams are associated. By double clicking on an object with a dot the system will open associated diagrams.

Issue Data Ownership

Description

This is an issue that was mentioned during the collection of information. It should be reviewed during the next phase.

Organization Office of Community Services

Process: Mapping

- CW-14 Maintain Voluntary Reunion

Common Process FN-Budget

Category: Common Process

Description

The process undertaken each fiscal year by each office to determine how much revenue they will need to operate for the next fiscal

year.

Is further detailed on FN-Budget

Appears on CW-15 Initial Recruitment FH/Adoptive Home

Application TIPS

Description

TIPS (Tracking, Information, and Payment System) is a computerized on-line, statewide interagency information management and payment system which is capable of tracking client information and generating payments for OCS clients. The TIPS system serves as the State of Louisiana's legally mandated Central Registry and the Louisiana Adoption Resource Exchange (LARE).

Process: Mapping

- CW-Child Welfare
- FN-Receive Request for Contribution Review
- FN-Make adjustment to issuing subsystem
- TA-Eligibility Determination
- FN-Completes FAST1 and other Forms
- FN-Update TIPS
- FN-Notify Vendor/Provider of Overpayment
- FN-Invoice/Receipt Data Entry

- FN-Research ISIS Overpayment
- FN-Provider or Client?
- CW-ES Verifies and Gathers Information
- CC-Active/ Eligible A,R, or G? (Query)
- FN-Shred Check
- FN-Validate Invoice/Receipts
- FN-Record Adjustment
- FN-Sign Service Authorization
- TA-Procure & Verify Documentation (Query)
- FN-Update DSS Systems with Lien/Levy
- CW-Identifies Potential Adoptive Resource
- CW-Updates Child's Status
- CW-Start Identifying Adoptive Resources
- CW-Registers with US KIDS
- CW-Documents Adoption Efforts
- CW-Certify for Adoptive Placement
- CW-Family Certified?
- CW-Foster Care Case closed
- CW-Documents Adoption Finalization
- CW-Sets-up Subsidy
- CW-Begins Subsidy Payments
- CW-Sets-up 5 Year Review of Subsidy

- CW-Changes Sub-Program Area
- CW-Begins Retro Payments
- CW-PR Attends Orientation?
- CW-Complete 9-A Withdraw Form
- CW-Certifies Provider for initial 6 months
- CW-Re-Certifies Resource
- CW-TIPS Unit creates record
- CW-CRM TIPS Unit Assigns Unique Provider Number
- CW-Notifies Field Office RF/PA Ready for Placements
- CW-Updates Provider/Certification Info Annually
- CW-Accepts Report on RF/PA
- CW-HDU Records Provider Info in TIPS
- CW-Assigns Unique Provider Number in TIPS
- CW-Clerical Clears Systems
- CW-ES Enters TIPS Information
- FN-Audit Expense Report
- FN-Update Disposition (311)
- FN-Research Vendor or Provider
- CC-Procure & Verify Documentation (Query into the TIPS system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the TIPS system.)
- CC-Select Provider (Entry and Query the TIPS system.)
- CC-Active/ Eligible Provider? (Query into TIPS.)

- CC-Class B, C, or R \geq 6 Children? (Query into TIPS.)
- CC-Class A? (Query TIPS.)
- CC-Enrollment Review (Query TIPS System.)
- CC-Enter Review Results (Entry into TIPS system.)
- FN-Setup Receivable
- CW-ES Performs Clearance Checks
- CW-ES Process the Redetermination
- CW-Completes Eligibility Application
- CW-FC Child Turns 18
- CW-Close FC Case
- CW-Open YAP Case
- FN-Receive Request
- CW-Receives Re-Certification Notification
- CW-Assigns Worker
- CW-ES Sends Notification and Updates Systems
- CW-Info Maintained by LA,/ Receiving State Medical
- FN-Monitor Parental Contribution Cases
- CW-Record Case Acceptance
- CW-Update Assessment
- CW-RPS Reviews/Concurs Referral
- CW-RPS Approves Payment
- CW-Identify Relative/Non Relative Resource

- CW-Placement Available?
- CW-RPS Identify Potential RTF/TFC/AFC
- CW-Records Case Acceptance Decisions
- CW-Updates Assessment/Plan
- FN-Receive Payment
- CW-Provides Services
- CW-Updates Service Plan
- CW-Creates Service Plan
- FN-Request for Refund
- FN-Sets due date to authorize payment
- FN-Enter Emergency Request into TIPS
- FN-Check Batch Process
- FN-Create Service Authorization
- FN-Create Check
- CW-Continues Investigation
- CW-Review 6 Months
- CC-Enter as Class-G (Entry)
- FN-Research and Approve Request for Emergency Payment
- FN-Existing Trust Fund?
- FN-Update Client Record
- FN-Obtain TIPS Information
- CW-Records Report Information (Record referral nformation)

- CW-Records Date, Time, and other Info (Record information)
- CW-Records Reporter Information (Record reporter information)
- CW-Record Allegation information (Record allegation)
- CW-Conducts Clearance (Conduct Clearance)
- CW-Case Open?
- CW-Accepts Report
- CW-Opens Case
- CW-Record Search Efforts
- CW-Documents Interviews
- CW-Documents Contacts
- CW-Completes Allegation Form 43
- CW-Approval by District Supervisor
- CW-Continue Services?
- CW-Seal Record
- CW-Documents Findings
- CW-Complete Documentation
- CW-Identifying Information Removed

Technology Mapping

- Natural
- Online Interface

- CICS
- Mainframe
- ADABAS
- Batch Interface

Application OCS RMS

Description

OCS uses this Random Moment Sampling (RMS) system to capture point-in-time data about the work activities of its employees. OCS, OM&F, and DSS management use this data for purposes of cost allocation, determining staffing needs, budgeting, and reporting.

Process: Mapping

- CW-Child Welfare
- FN-Enter Allocation Basis (Entering data into RMS)
- FN-Print Control Listings (Print Control Listings)

Application Training

Description

OCS uses the Training System to track training courses and participation by employees and providers. A new system, based on LAKIDS design concepts, is under development. State Office personnel will have exclusive access initially, but plans are in place to

eventually allow access by all staff and foster parents.

Process: Mapping

- CW-Child Welfare

Application OSCR

Description

The OCS Residential database (OSCR) facilitates the placement of children with residential providers. The system tracks information on providers, including evaluations. Contracts are generated through OSCR via a merge process with Word Perfect, where names, rates, and provider-specific data are placed into contract templates.

Process: Mapping

- CW-Child Welfare

Application QATS

Description

The Quality Assurance Tracking System (QATS) is a designed to facilitate the quality assurance review of OCS child welfare cases,

and to provide OCS management with statistical reports of performance measures. The system described here is under development, and is intended to replace the system presently in use.

Process: Mapping

- CW-Child Welfare
- CW-Conducts Annual QA Reviews
- CW-Conducts Adhoc QA Reviews

Technology Mapping

- MS SQL Server 2000
- MS Visual Basic 6.0
- Intel Server

Application ASR

Description

The Adoption Sealed Records application records the disposition of all closed adoption cases. The application facilitates the process of searching and retrieving sealed files in cases of reunification, court order, etc.

Process: Mapping

- CW-Child Welfare

Technology Mapping

- Intel Server
- Oracle Forms
- Oracle

Application ICPC

Description

The ICPC system facilitates adoptions arranged through the Interstate Compact on the Placement of Children. The application was obtained for free from a national consortium. It is a working system that has had improvements made to it. OCS temporarily stopped using the system; technical support was unavailable, and much information had to be entered twice. DSS technical personnel have redesigned it for Louisiana. OCS is planning on beginning to use the system once these updates are complete. A "transmittal form" is used as a standardized form of communicating with other states.

Process: Mapping

- CW-Child Welfare

Issue Cost Allocation

Description

This is an issue that was mentioned during the collection of information. It should be reviewed during the next phase.

Business Process CW-Child Welfare

Category: Business Process

Description

This process is displayed to assist in detailing the of the system architecture. On other diagrams this object may be a navigational aid. The "DOT" on the object indicates that other diagram are associated to it. By double clicking the "DOT" other diagrams can be displayed.

Is further detailed on CW-00-Child Welfare Main Page

Application Mapping

- ASR
- Client
- TIPS
- ICPC
- OCS RMS
- QATS
- Training
- FOLIO

- OSCR

Application LAMI

Description

The LAMI system has interfaces both in and out for various system.

Process: Mapping

- TA-Procure & Verify Documentation (Query)
- FN-Research Vendor or Provider
- CC-Mail Notice & Low Income Application (FITAP closure Information is pulled from LAMI and sent to CAPS.)
- TA-FITAP Service (Generates check.)
- TA-Process Child-only Case (Entry into LAMI.)
- TA&CC-Enter Termination Reason (Entry into LAMI.)
- TA&CC-Send Advance Notice (Notice is generated from LAMI for TANF cases.)
- TA&CC-Send Notice (Send notice from LAMI for TANF cases. TANF appeals where benefits are either won or lost.)
- TA&CC-Enter Rejection or Termination Reason (Entry into LAMI for TANF cases.)
- TA&CC-Send Notification (Generate notice from LAMI for TANF cases.)
- TA-Within 30 days? (Query)
- TA&CC-Enter Information (Entry into LAMI)
- TA&CC-Enter Disqualification (Entry into LAMI.)

- TA&CC-Recoupment Account (Entry into LAMI)
- TA-Pull Cases (Query into LAMI)
- TA-Correction Made (Entry into LAMI)
- TA-Semi- Annual Review? (Generates a notice to client of semi annual review. Worker queries system.)
- TA-Arrange Annual Interview (Generates appointment letter.)
- TA-Mail 4SR (Generates 4-SR and mails to client.)
- TA-Send Notice
- TA-Loss of \$900 Disregard? (Generates notice of \$900 disregard.)
- TA-First Occurrence? (Query LAMI.)
- TA&CC-Correct Past Benefits? (Query LAMI.)
- TA-Code System Accordingly (Query in LAMI.)
- TA&CC-Initiate Restoration Payment (Interface to EBT.)
- CW-Initiates Clearance
- CW-Active in MEDS or LAMI?
- CW-ES Verifies Other Program Closure
- TA-Create New Case (Enter)
- TA&CC-Disposition Case (CAPS pulls information from LAMI for Childcare. Entry is made for TANF cases.)
- CC-Procure & Verify Documentation (Query the LAMI system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the LAMI system.)
- CC-Select Provider (Query into the LAMI system.)
- CC-Enrollment Review (Query LAMI System.)
- CW-ES Performs Clearance Checks

- CW-ES Verifies and Gathers Information
- CW-Clerical Clears Systems
- FN-Shred Check
- TA-Complete Eligibility Determination (Entry into LAMI)
- TA-Diversion Service (Generates check to client.)
- TA-Notify of Eligibility (Generate Notice to Client for all but Diversion cases.)
- TA-Kinship Service (Generates check(s) to client.)
- TA-Update Case Information (Entry)
- TA-Eligible Months Remaining? (Query)
- FN-Fill out Lost/Stolen Check Form
- TA-Eligibility Determination
- TA-Currently Sanctioned? (Query)
- FN-Completes FAST1 and other Forms
- TA-Search Previous Activity (Query)

Application OFS RMS

Description

The Office of Family Services (OFS) uses this Random Moment Sampling (RMS) system to capture point-in-time data about the work activities of its employees. This data is used by OFS, OM&F, and DSS management for purposes of cost allocation, determining staffing needs, budgeting, and reporting.

Technology Mapping

- CICS
- ADABAS
- Mainframe
- Natural

Application SIEVS

Description

The Statewide Income and Eligibility Verification System (SIEVS) is used to verify income of clients (Food Stamps, TANF, Medicaid), and identify unreported income. Data from SIEVS is compared against LAMI. On the first Friday of each month, all LAMI clients are received via file, along with Medicaid cases from DHH. Files are sent to LASES for reporting purposes.

Process: Mapping

- FN-Research Vendor or Provider
- TA-Eligibility Determination
- FN-Completes FAST1 and other Forms
- CC-Procure & Verify Documentation (Query into the SIEVS system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the SIEVS system.)
- CC-Select Provider (Query into the SIEVS system.)
- CC-Enrollment Review (Query SIEVS System.)
- CW-ES Performs Clearance Checks

- CW-ES Verifies and Gathers Information
- TA-Procure & Verify Documentation (Query)

Application CAPS

Description

The Childcare Assistance Program System (CAPS) provides benefits eligibility determination and case management for DSS clients receiving subsidized child care. The system tracks payment authorizations, and initiates the check writing process.

Process: Mapping

- FN-Fill out Lost/Stolen Check Form
- FN-Validate Invoice/Receipts
- FN-Update DSS Systems with Lien/Levy
- FN-Notify Vendor/Provider of Overpayment
- TA&CC-Establish Recovery/ Recoupment (Dats entry into CAPS.)
- CC-Mail Notice & Low Income Application (Caps pulls FITAP closure information from LAMI and generates and mails the notice.)
- TA&CC-Send Notice (Send notice from CAPS if Childcare.)
- TA&CC-Enter Rejection or Termination Reason (Entry into CAPS for Childcare cases.)
- TA&CC-Send Notification (Generate notice from CAPS for Childcare cases.)
- CC-Determine Newly Selected Provider (Query from CAPS)
- FN-Shred Check

- FN-Sign Service Authorization
- FN-Research Vendor or Provider
- TA-Procure & Verify Documentation (Query)
- FN-Check Batch Process
- TA&CC-Current Case? (Query)
- CC-Generate Invoice (Generate Invoice)
- FN-Create Service Authorization
- FN-Update Disposition (311)
- CC-Within 5 days of rejection? (Query into CAPS to establish if an application has been rejected within the last 5 days.)
- CC-Search Previous Activity (Query CAPS systems.)
- CC-Create New Case (Enter into CAPS if the case is low income Childcare only.)
- CC-Update Case Information (Entry into the CAPS system.)
- CC-Enter Information (Opt 5) (Option #5 completes all processes with the exception of the payment status.)
- TA&CC-Disposition Case (Enter into CAPS is Childcare not if TANF only.)
- CC-Procure & Verify Documentation (Entry into the CAPS system.)
- CC-Enter Information (Opt 2) (Entry into the CAPS system.)
- TA&CC-Send Advance Notice (Notice is generated from the CAPS system if Childcare.)
- TA&CC-Initiate Restoration or Recoupment (Recoupment is entered into the CAPS system.)
- CC-Select Provider (Entry and Query the CAPS system.)
- CC-Authorize Units of Care (Entry into CAPS system.)
- The CAPS system queries the TIPS system and updates the result of the query into the CAPS system nightly.\nCC-Send Notice (Notice generated from the CAPS system.)
- CC-Send Certificate (Certificate can be sent from either the CAPS or JAS system.)

- CC-Class B, C, or R \geq 6 Children? (Query into CAPS.)
- CC-Notified to Select Another Provider (Notice is generated through CAPS.)
- CC-Enrollment Review (Query CAPS System.)
- CC-Mail Recertification Application (Generate and mail recertification application)
- FN-Update Appropriate Systems
- FN-Invoice/Receipt Data Entry
- TA&CC-Recoupment Account
- TA-Search Previous Activity (Query)
- CC-Send Adequate Notice (Notice is generated from CAPS)
- CC-Enter Invoice (Enter information from returned invoice.)
- CC-Generate Check (Enter, generate check, and mail if released by fiscal)
- CC-Generate Payment (Generate payment and mailed to provider.)
- CC-Send New Application (CAPS processes new applications and sends them to the client.)

Technology Mapping

- Online Interface
- ADABAS
- Natural
- Mainframe
- CICS
- Batch Interface

Application JAS

Description

The JOBS Automated System (JAS) automates case management and support payments for the Find Work TANF programs. JAS also satisfies mandatory federal reporting.

Process: Mapping

- FN-Shred Check
- FN-Research Vendor or Provider
- TA-Currently Sanctioned? (Query)
- FN-Notify Vendor/Provider of Overpayment
- TA-Procure & Verify Documentation (Query)
- TA&CC-Establish Recovery/ Recoupment (Data may also occur in JAS.)
- TA-Terminate from FindWork (Entry into JAS)
- FN-Make adjustment to issuing subsystem
- FN-Invoice/Receipt Data Entry
- TA-Maintain Case Record (Entry into JAS.)
- TA-Eligible for Post FITAP? (Enter JAS.)
- TA-Code System Accordingly (Entry in JAS.)
- TA-Provide Post FITAP Services (Generates check.)

- FN-Update Disposition (311)
- CC-Procure & Verify Documentation (Query the JAS system.)
- TA&CC-Initiate Restoration or Recoupment (Recoupment is entered into the JAS system.)
- CC-Send Certificate (Certificate can be sent from either the CAPS or JAS system.)
- CC-Enter Information (Opt 5) (Query name.)
- FN-Update Appropriate Systems
- FN-Update DSS Systems with Lien/Levy
- FN-Fill out Lost/Stolen Check Form

Technology Mapping

- Batch Interface
- Natural
- ADABAS
- Mainframe
- Online Interface
- CICS

Application LIRA

Description

The Louisiana Instant Referral Access (LIRA) system is a resource directory, created with the intent that DSS workers would be able

to locate providers to meet specific client needs, searching by service type and location. The provider data contained in LIRA has not been kept up-to-date, and the system is not currently in use.

Technology Mapping

- CICS
- Mainframe
- Natural
- ADABAS

Application CSDS

Description

CSDS System. The OCS Contract Management system is used to track contractual agreements. These include: BA22s; Funding streams; Children's trust fund; Refugee assistance; Homeless; Providers; Training; and Independent living, etc. TIPS/LaCarte items are not tracked in this system. There are 12 primary users within the OCS State Office Financial Management Division. Secondary users include staff in the State Office Program and Field Services Divisions, who have read-only access. The application is currently being converted to Visual Basic/SQL Server.

Organization Office of Family Support

Appears on FN-Assign Funding Sources

Process: Mapping

- FN-JAS Setup
- FN-Change in the viability of continuing a recovery act
- FN-CAPS Setup
- FN-Determine Eligibility
- TA&CC-Time
- FN-Lack of response to demand letter
- FN-Change in the benefit level of the client
- TA&CC-Provider Search
- FN-Change in grant amount
- FN-TMS Setup
- FN-Verify Eligibility
- FN-LASES Setup
- TA&CC-User Guide Changes
- TA&CC-Policy Change
- FN-Monthly Batch Files are Received
- FN-LAMI Setup
- FN-Client makes payment
- FN-Fraud and Recovery
- FN-RMS Setup
- TA&CC-Announcements are made

- TA-FindWork
- FN-Funding Determination
- FN-20CD is completed.
- CC-Childcare
- FN-Payments, overpayments, SSN correction

Business Process TA-TANF

Category: Business Process

Description

High level TANF process.

Issue BPR

Description

This is an issue that was mentioned during the collection of information. It should be reviewed during the next phase.

Business Process CC-Childcare

Category: Business Process

Description

This is the overall Childcare Process.

Application Client

Description

The Client system is used at the time of intake to determine what other services the client is receiving. Users check Client before any other system by SSN (first), then by name. OCS, OFS, OM&F, SSA, Labor, and DHH all use the Client system. In some instances, such as SIEVS, a valid LAMI case has to exist in Client before allowing the worker to enter case information.

Process: Mapping

- CW-Child Welfare
- TA-Procure & Verify Documentation (Query)
- CC-Procure & Verify Documentation (Query the Client system.)
- FN-Completes FAST1 and other Forms
- TA-Eligibility Determination
- CW-Conducts Clearance (Conducts Clearance)

Application BATS

Description

BATS: Billing and Tracking System for IT related. OM&F is primary user. Aggregate of Time & Attendance, User Request System,

Charge Back, Computer Hardware Inventory (asset tracking). CRM's

Application Appeals

Description

Used to establish and maintain cases where citizens have appealed admin decisions regarding services provided by DSS. Tracks case info, generates letters, and reports.

An appeal may come in via Parish Office or via Client directly to Bureau. Clients and providers/vendors may appeal decisions. OFS Fraud and Recovery Dept may also request an Admin Disqualification Hearing (evidence that the client has been fraudulent). Supports OFS - all programs. Supports OCS - providers . Users are OM&F and Bureau of Appeals (limited to 13 people).

Process: Mapping

- TA&CC-Receive and Review Summary (Entry into Appeals database.)

Application Payroll

Description

The Payroll application is a batch system that is used to generate personnel reports using data from the DOA ISIS HR system. The Payroll system is used on occasions when the DSS HR Director requests reports that cannot be generated by DoA. The system is primarily used to support the planning of layoffs.

Application RAS

Description

Recovery Accounts System

Process: Mapping

- TA&CC-Apply Restoration to Recovery Account (Entry into RAS.)
- TA&CC-Review by Recovery (Entry into RAS.)
- TA&CC-Establish Recovery/ Recoupment (Entry into RAS)
- TA&CC-Send Recovery/ Recoupment Notice (Generates demand letter from RAS.)
- TA&CC-Establish Payment Schedule (Generates payment schedule.)
- TA&CC-Send Recovery/ Recoupment Complete Notice (Generates notice.)
- TA&CC-Process Garnishment (Entry into RAS)
- TA&CC-Send Notice of Planned Hearing (Generates Notice.)
- TA&CC-Send Disqualification Notice (Generates notice.)
- TA&CC-Recovery Account (Entry into RAS.)
- TA&CC-Recoupment Account (Entry into RAS)
- TA&CC-Initiate Restoration or Recoupment (Entry into the RAS system.)
- TA&CC-Offset Claim? (Query)
- TA&CC-Complete 20-CD/FW or 25-A/B (entry)

Application Personnel

Description

The OM&F Personnel Management System is used strictly for layoff purposes. ISIS is not capable of performing these specialized functions; OM&F created this system to fulfill those requirements.

Issue Phased Approach

Description

This is an issue that was mentioned during the collection of information. It should be reviewed during the next phase.

Organization Office of Management and Finance

Common Process FN-DSS Financials

Category: Common Process

Description

Process grouping of the following financial processes:

Maintain Services and Rates;

Manage Contributions and Trusts;

Assign Funding Sources;

Random Moment Sampling;

Create and Process Payments; and

Payment Adjustments.

Application FOLIO

Description

Folio is a client-server application used for on-line dissemination of policies, procedures, and forms. The Folio application is installed on each workstation, and uses data files located on the file server in the local office. These data files are updated monthly, and are "pushed" to the local file servers. Files are archived to give "point in time" information on then-current policy.

Process: Mapping

- CW-Child Welfare
- FN-Receive Request for Contribution Review

Technology Mapping

- Intel Server
- Microsoft Access
- Folio .nfo Files

Application OFS QC

Description

OFS does not maintain a formal information system to support its Quality Assurance processes. OFS QC staff use Microsoft Access/Excel to collect data and report findings.

Application LVARR

Description

The Louisiana Voluntary Adoption Reunion Registry is used to find potential matches between adoptee and their biological parents and/or siblings. Persons who request registration are matched against the individuals already recorded in the system. Potential matches are identified by the system for further analysis through manual processes. The system has a single primary user: the Coordinator of the Reunion program.

Technology Mapping

- Intel Server
- MS FoxPro - DOS

Application NDM (Online Policy)

Description

The Natural Document Management system (NDM) is a mainframe-based text retrieval system. This system gives the user the capability to search and highlight a word or words in a document. It can also do the same for a document number. DSS has incorporated a table of contents into NDM to facilitate a more structured document search.

Application Online Policy and Help

Description

The OM&F Online Policy and Help system is comprised of a collection of text files residing in the Natural Document Manager (NDM) system. OM&F staff have on-line access to these documents from their desktops. In addition to a table of contents, NDM provides search capabilities throughout the documentation set.

Application TANF DC

Description

The TANF DC system captures information for fulfilling TANF-specific federal reporting requirements. The system is primarily batch; online screens are in development, but not yet in production.

Application LASES

Description

LASES, Louisiana Automated Support Enforcement System

Process: Mapping

- FN-Research Vendor or Provider
- FN-Obtain Client Identification Information
- FN-Create ISIS Journal Voucher
- CW-Initiates Clearance
- FN-Monitor Parental Contribution Cases
- CC-Procure & Verify Documentation (Query into the LASES system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the LASES system.)
- CW-ES Performs Clearance Checks
- FN-Completes FAST1 and other Forms
- CW-ES Verifies and Gathers Information
- TA-Search Previous Activity (Query)
- FN-Setup JV to Referring Office
- TA-Procure & Verify Documentation (Query)
- FN-Shred Check
- FN-Research ISIS Overpayment
- FN-Receive Request for Contribution Review
- TA-Eligibility Determination

Application SAVE

Description

Systematic Alien Verification for Entitlements - phone-in service

Process: Mapping

- TA-Procure & Verify Documentation (Query)
- CC-Procure & Verify Documentation (Query into the SAVE system.)

Application InfoPAC Batch

Description

This interface is output for the InfoPAC report system

Process: Mapping

- TA-FITAP Service (Generates report.)
- CC-Generate Check (Generate reports for fiscal)
- TA-Generate Sample List (Generates sample)
- TA-Provide Service (Generate report.)
- TA-Find Work 11 (Generates report.)
- TA-Receive 22nd Month Notice? (Generates report.)
- TA-Provide Post FITAP Services (Generates report.)

- TA&CC-Initiate Restoration Payment (Generates report.)
- CC-Generate Payment (Generate reports for Fiscal)
- FN-Check Batch Process (Generate reports for Fiscal.)
- TA-Diversion Service (Generate report.)
- TA-Kinship Service (Generates reports.)
- CC-Mail Invoice (Fiscal reviews InfoPAC report)
- CC-Respond by due date? (Generate list of recertifications due)

Application ISIS Financials

Description

ISIS Financials

Process: Mapping

- FN-Research Vendor or Provider
- FN-DoA prepares Appropriation Letters for Offices (Appropriation Letters)
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category (Assign Funding Sources, establish revenue/expenditure organization and reporting category for new funding sources)
- FN-Research Original Invoice
- FN-Record Receipt in ISIS
- FN-Spread Approved Budget (Spread approved budget to greater level of detail, unique to each office.)

- FN-Update Dedicated Account Spreadsheet
- TA-Provide Service (Generates Checks and IAT's)
- TA-Provide Post FITAP Services (Generates Check)
- FN-Fill out Lost/Stolen Check Form
- FN-Update Appropriate Systems
- CW-RPS Reviews/Concurs Referral
- FN-Shred Check
- FN-Update ISIS with Lien/Levy
- FN-Create ISIS Journal Voucher
- FN-Review Program Summary Report
- FN-Research ISIS Overpayment
- FN-Enter data into ISIS

Application ISIS HR

Description

ZP135 Report

Process: Mapping

- FN-Coordinator Requests ISIS HR Data (Request for Employee Info for RMS)

Application DMV

Description

Department Of Motor Vehicles

Process: Mapping

- CC-Procure & Verify Documentation (Query the DMV system.)
- TA-Procure & Verify Documentation (Query)

Application BLAS

Description

The Bureau of Licensing Application System (BLAS) is used to establish and maintain information relating to the licenses for the Childcare and Child Welfare programs. This information includes documentation of the fulfillment of licensing requirements, the receipt of application fees, and the results of facilities inspections. The system is used to generate letters, licenses, and statistical reports. Data is shared with numerous offices via paper documents in the form of letters, reports, or labels.

Process: Mapping

- FN-Shred Check

Technology Mapping

- Seagate Crystal Reports
- Intel Server
- Online Interface
- MS Visual Basic 6.0
- MS SQL Server 7.0
- Batch Interface
- Ruggedized Notebook

Application MEDS

Description

Medicaid Eligibility Determination System - DHH

Process: Mapping

- FN-Obtain Client Identification Information
- FN-Receive Request for Contribution Review
- FN-Research Vendor or Provider
- FN-Enter Allocation Basis
- Meds produces a report that is then used to get the percentages. The meds data is entered into Quattro Pro to get the percentages and numbers that are then entered into RMS.nTA-Eligibility Determination

- CW-Initiates Clearance
- CW-Active in MEDS or LAMI?
- CW-Clerical Clears Systems
- CW-Certifies State Funded Medical if no Active MEDS
- CW-ES Verifies Other Program Closure
- CW-ES Certifies in MEDS
- FN-Monitor Parental Contribution Cases
- FN-Completes FAST1 and other Forms
- CW-ES Performs Clearance Checks
- CW-ES Verifies and Gathers Information
- CW-ES Process the Redetermination
- CW-ES Sends Notification and Updates Systems
- CW-Receive/Accept COBRA Info from Other State
- CW-Receives ICAMA forms from SO Adoption Subsidy Manager

Application JIRMS

Description

Juvenile Information Records Management System - DPSC/OYD

Application MMIS

Description

Medicaid Management Information System - DHH

Application CAJUN**Description**

Department of Corrections

Process: Mapping

- CC-Procure & Verify Documentation (Query into the CAJUN system.)
- TA-Procure & Verify Documentation (Query)

Application The Work Number**Description**

The Work Number is an external Web site operated by TALX, a private industry corporation. The Work Number provides employment and income verification services.

Process: Mapping

- TA-Procure & Verify Documentation (Query)

- CC-Procure & Verify Documentation (Query into the "The Work Number" system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the "The Work Number" system.)

Application BENDEX

Description

Beneficiary and Earnings Data Exchange - DHH

Process: Mapping

- CW-ES Performs Clearance Checks
- CW-ES Verifies and Gathers Information

Application EBT

Description

Electronic Benefits Transfer: OFS worker uses EBT system (Louisiana Purchase) to ‘setup’ client. OFS system (L’AMI) interfaces with this system monthly to transfer account data. OFS worker setups (dispositions) client in L’AMI first, then activates client in EBT system based on SSN. EBT system nightly draws client eligibility info from L’AMI. TANF cases are certified for one year. Two things can change this (client job change, client move/pass away). At end of year, redetermined. Sometimes a partial redetermination is made every six months. Both clients and vendors have accounts with OFS. Cards can be used for cash withdrawal. OM&F draws down the federal funds daily for the amount used on the card from the previous day. Daily transfers of funds from Banc One to Louisiana Purchase vendor, for amounts used.

Process: Mapping

- TA-Kinship Service (Interface between from LAMI to EBT.)
- TA-FITAP Service (Interface from LAMI to EBT.)
- TA-Provide Service (Generates Check)

Application Case Management Information System

Description

Fraud and Recovery system to track Fraud cases only.

Process: Mapping

- TA&CC-Assign Investigator (Assigns investigator.)
- TA&CC-Supervisor Reviews Report (Query)
- TA&CC-Unit Reviews Report (Query)

Application DPSC Criminal Record Check

Description

Criminal Record Check - DPSC

Process: Mapping

- CW-Initiates Clearance

Application LDET

Description

Louisiana Department of Labor

Process: Mapping

- TA-Procure & Verify Documentation (Query)
- CC-Procure & Verify Documentation (Query into the LADET system.)
- TA&CC-Initiate Restoration or Recoupment (Query into the LDET system.)
- CC-Select Provider (Query into the LDET system.)
- CC-Enrollment Review (Query LDET System.)
- CW-ES Verifies and Gathers Information
- CW-ES Performs Clearance Checks

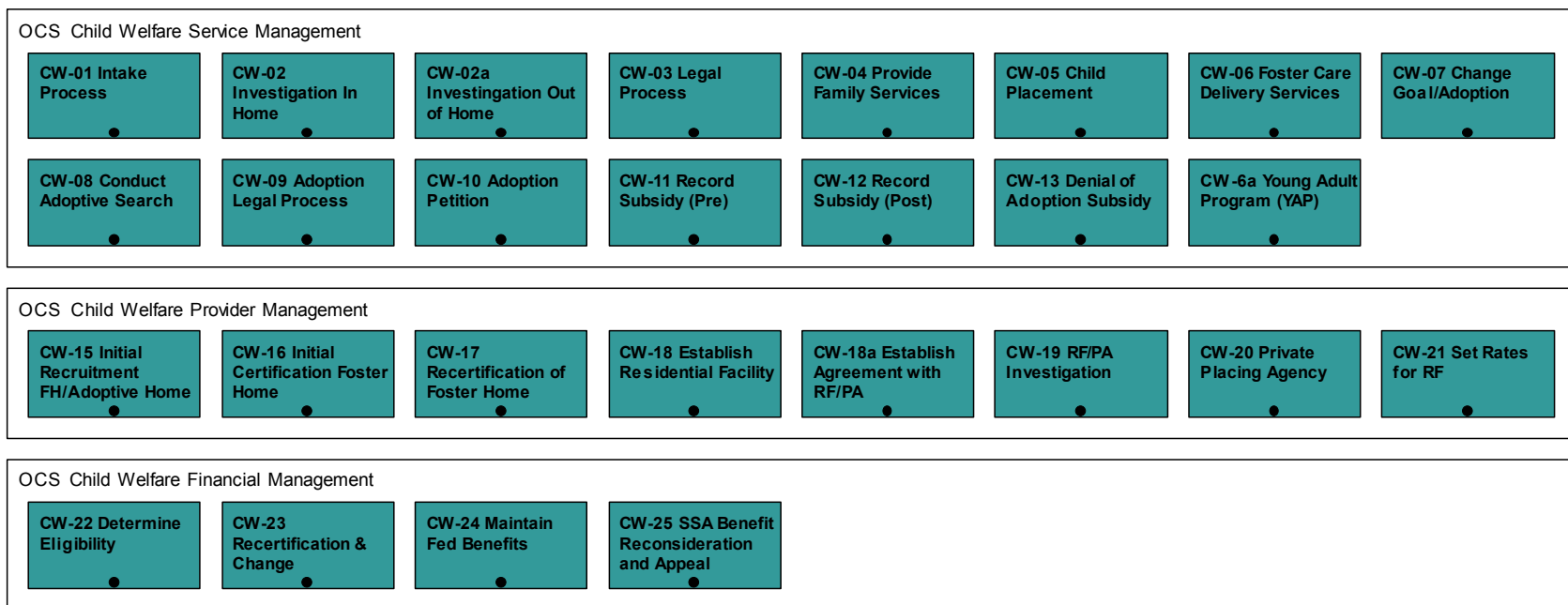
Application WTPY

Description

accesses Prison Match, Quarters of Coverage, SSN validation

CW-00-Child Welfare Main Page

Diagram: CW-00-Child Welfare Main Page



Description

This diagram categorizes all of the process involved in the administration of Child Protection and Child Welfare. The diagrams of the

work flows are divided into three areas: Service Management, Provider Management, and Financial Management. These categories help to put the processes into a service delivery context.

CW-00-Child Welfare Main Page details the Process: CW-Child Welfare

Appears on

- 01-Project Kick Off

Program Area CW-01 Intake Process

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-01 Intake Process

Program Area CW-08 Conduct Adoptive Search

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-08 Conduct Adoptive Search

Program Area CW-15 Initial Recruitment FH/Adoptive Home

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-15 Initial Recruitment FH/Adoptive Home

Program Area CW-22 Determine Eligibility

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-22 Determine Eligibility

Program Area CW-02 Investigation In Home

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-02 Investigation In Home

Program Area CW-09 Adoption Legal Process

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-09 Adoption Legal Process

Program Area CW-16 Initial Certification Foster Home

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-16 Initial Certification Foster Home

Program Area CW-23 Recertification & Change

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-23 Recertification & Change

Program Area CW-02a Investingation Out of Home

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-02a Investigation Out of Home

Program Area CW-10 Adoption Petition

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-10 Adoption Petition

Program Area CW-17 Recertification of Foster Home

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial

Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-17 Recertification of Foster Home

Program Area CW-24 Maintain Fed Benefits

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-24 Maintain Fed Benefits

Program Area CW-03 Legal Process

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-03 Legal Process

Program Area CW-11 Record Subsidy (Pre)

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-11 Record Subsidy Pre-Finalization

Program Area CW-18 Establish Residential Facility

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-18 Establish Residential Facility

Program Area CW-25 SSA Benefit Reconsideration and Appeal

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-25 SSA Benefit Reconsideration and Appeal

Appears on FN-Federal Benefits

Program Area CW-04 Provide Family Services

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-04 Provide Family Services

Program Area CW-12 Record Subsidy (Post)

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-12 Adopt Subsidy Post Finalization

Program Area CW-18a Establish Agreement with RF/PA

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-18a Establish Agreement with RF/PA

Program Area CW-05 Child Placement

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-05 Child Placement

Program Area CW-13 Denial of Adoption Subsidy

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-13 Denial of Adoption Subsidy

Program Area CW-19 RF/PA Investigation

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-19 RF/PA Investigation

Program Area CW-06 Foster Care Delivery Services

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-06 Foster Care Service Delivery

Program Area CW-6a Young Adult Program (YAP)

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visable dot indicate that additional diagrams are associated.

Is further detailed on CW-06a Young Adult Program (YAP)

Program Area CW-20 Private Placing Agency

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-20 Private Placing

Program Area CW-07 Change Goal/Adoption

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-07 Change Goal / Adoption

Program Area CW-21 Set Rates for RF

Category: Program Area

Description

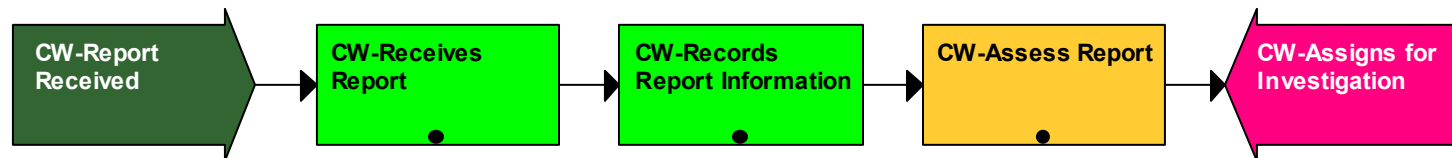
This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial

Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-21 Set Rates for RF

CW-01 Intake Process

Diagram: CW-01 Intake Process



Description

The Intake process depicts how reports of alleged child maltreatment are received by OCS, how they are assessed and the possible outcomes of the assessment. The Intake process is detailed on four additional diagrams, Receives Report, Record Report, Assess Report and Non-Report.

CW-01 Intake Process details the Process: CW-01 Intake Process

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Report Received

Category: Internal Event/Result

Description

Report of CA/N received in OCS office.

Appears on

- CW-01a Receives Report
- CW-01b Record Report

Common Process CW-Receives Report

Category: Common Process

Description

Report of alleged CA/N incident received by OCS staff member which initiates the referral

Is further detailed on CW-01a Receives Report

Appears on CW-01a Receives Report

Application Mapping

- Manual Process (Recieves Referral)

Common Process CW-Records Report Information

Category: Common Process

Description

Intake Worker records and date and time of incident, reporter information, allegation and identifying subject information.

Is further detailed on CW-01b Record Report

Application Mapping

- TIPS (Record referral nformation)
- Semi Automated Process (Record information from referral)

Business Process CW-Assess Report

Category: Business Process

Description

Intake Worker reviews all of the information recorded on the report, categorizes intake into allegations determines the level of

investigation and recommends a response time.

Is further detailed on CW-01c Assess Report

Application Mapping

- Manual Process (Review Report)

Internal Result CW-Assigns for Investigation

Category: Internal Event/Result

Description

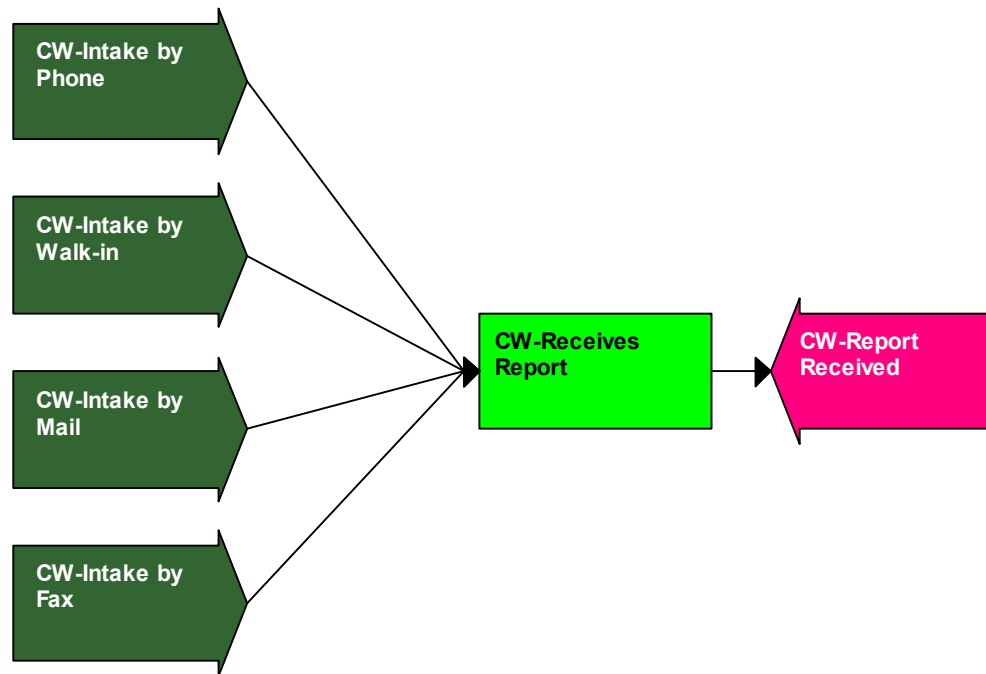
Intake Supervisor assigns to CPI Worker to investigate the report

Appears on

- CW-01c Assess Report
- CW-02 Investigation In Home
- CW-02a Investigation Out of Home

CW-01a Receives Report

Diagram: CW-01a Receives Report



Description

The diagram, CW-01a Receives Report, shows the various way a Report is received by an OCS Parish Office.

CW-01a Receives Report details the Process: CW-Receives Report

Appears on

- CW-01 Intake Process

Internal Event CW-Intake by Phone

Category: Internal Event/Result

Description

Phone call received to relay CA/N report information.

Common Process CW-Receives Report

Category: Common Process

Description

Report of alleged CA/N incident received by OCS staff member which initiates the referral

Is further detailed on CW-01a Receives Report

Appears on CW-01 Intake Process

Application Mapping

- Manual Process (Recieves Referral)

Internal Result CW-Report Received

Category: Internal Event/Result

Description

Report of CA/N received in OCS office.

Appears on

- CW-01 Intake Process
- CW-01b Record Report

Internal Event CW-Intake by Walk-in

Category: Internal Event/Result

Description

Person with knowledge of CA/N incident reports the incident in person at an OCS office.

Internal Event CW-Intake by Mail

Category: Internal Event/Result

Description

Person mails n a CA/N report to the OCS office.

Internal Event CW-Intake by Fax

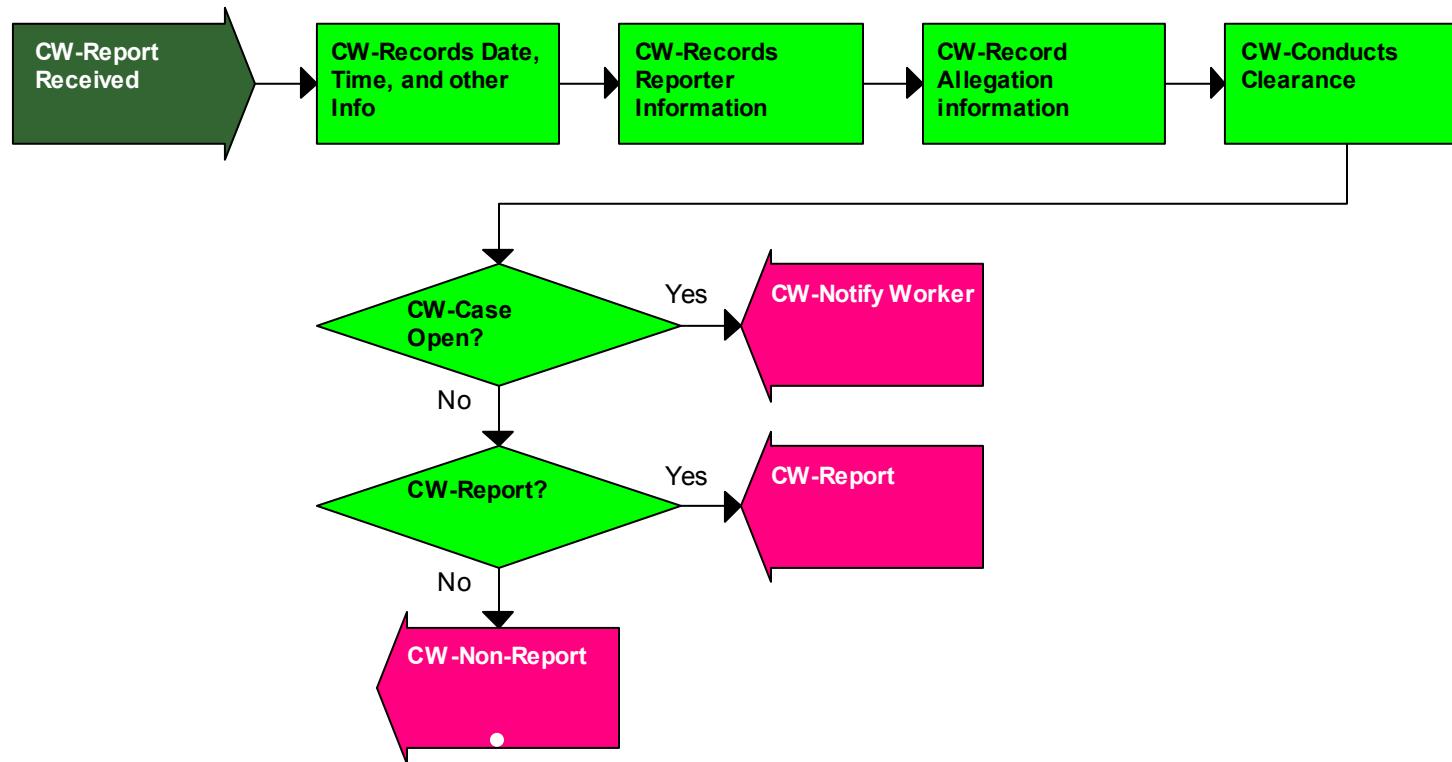
Category: Internal Event/Result

Description

Person with knowledge of CA/N incident faxes in a report on the incident to the OCS office.

CW-01b Record Report

Diagram: CW-01b Record Report



Description

The diagram, CW-01b Record Report, is part of the Intake process and shows the steps of collecting report information and conducting the clearance necessary for the assessment process

CW-01b Record Report details the Process: CW-Records Report Information

Appears on

- CW-01 Intake Process

Internal Event CW-Report Received

Category: Internal Event/Result

Description

Report of CA/N received in OCS office.

Appears on

- CW-01 Intake Process
- CW-01a Receives Report

Common Process CW-Records Date, Time, and other Info

Category: Common Process

Description

Worker records date and time report received and other information

Application Mapping

- TIPS (Record information)
- Semi Automated Process (Record information)

Common Process CW-Records Reporter Information

Category: Common Process

Description

Records identifying information on reporter

Application Mapping

- TIPS (Record reporter information)
- Semi Automated Process (Record reporter information)

Common Process CW-Record Allegation information

Category: Common Process

Description

Intake worker records the information from the reporter concerning why/how the child is endangered.

Application Mapping

- TIPS (Record allegation)
- Semi Automated Process (Record Allegation)

Common Process CW-Conducts Clearance

Category: Common Process

Description

Conduct clearance on all adult members of the house and/or any person named in a referral.

Appears on CW-05b Placement with Relative/Non-Relative

Application Mapping

- TIPS (Conduct Clearance)
- Client (Conducts Clearance)
- Semi Automated Process

Common Decision CW-Case Open?

Category: Common Decision

Description

Once a determination is made that the report meets OCS report requirements, a clearance is conducted to determine if there is an open

case in DSS/OCS

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Notify Worker

Category: Internal Event/Result

Description

If the clearance reveals an open OCS case, the worker of record is notified of the new report.

Common Decision CW-Report?

Category: Common Decision

Description

Does the is information meet the criteria for a CA/N Report?

Appears on CW-01c Assess Report

Application Mapping

- Manual Process

Internal Result CW-Report

Category: Internal Event/Result

Description

Incoming report validated as meeting the OCS criteria

Appears on CW-01d Non-Report

Internal Result CW-Non-Report

Category: Internal Event/Result

Description

The incoming report is determined to not be a valid report (E.g., does not meet the basic agency criteria, is not a report of CA/N, etc.) so the report is classified as a "non-report."

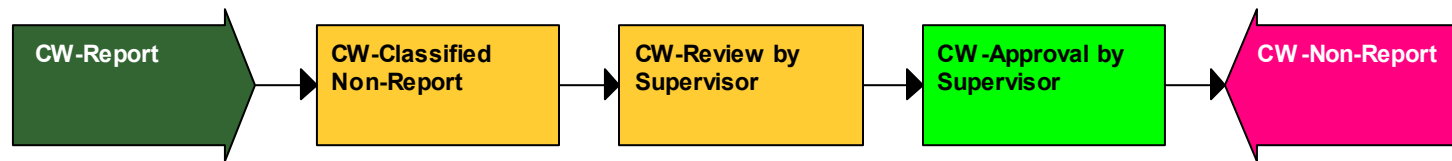
Is further detailed on CW-01d Non-Report

Appears on

- CW-01d Non-Report
- CW-01c Assess Report

CW-01d Non-Report

Diagram: CW-01d Non-Report



Description

The diagram, CW-01d Non-Report, is part of the Intake process detailing the steps of screening out a report that does not meet OCS standards for a report and is classified as a Non-Report...

CW-01d Non-Report details the Internal Event/Result CW-Non-Report

Appears on

- CW-01b Record Report

- CW-01c Assess Report

Internal Event CW-Report

Category: Internal Event/Result

Description

Incoming report validated as meeting the OCS criteria

Appears on CW-01b Record Report

Business Process CW-Classified Non-Report

Category: Business Process

Description

Result of the intake report assessment is that the report does not meet the requirements to be a report to be accepted for investigation.

Application Mapping

- Manual Process

Business Process CW-Review by Supervisor

Category: Business Process

Description

Mandatory supervisory review on all intakes classified as non-reports.

Application Mapping

- Manual Process

Common Process CW-Approval by Supervisor

Category: Common Process

Description

Supervisor reviews the action sent for approval and takes appropriate action based on agency policy.

Application Mapping

- Manual Process

Internal Result CW-Non-Report

Category: Internal Event/Result

Description

The incoming report is determined to not be a valid report (E.g., does not meet the basic agency criteria, is not a report of CA/N, etc.) so the report is classified as a "non-report."

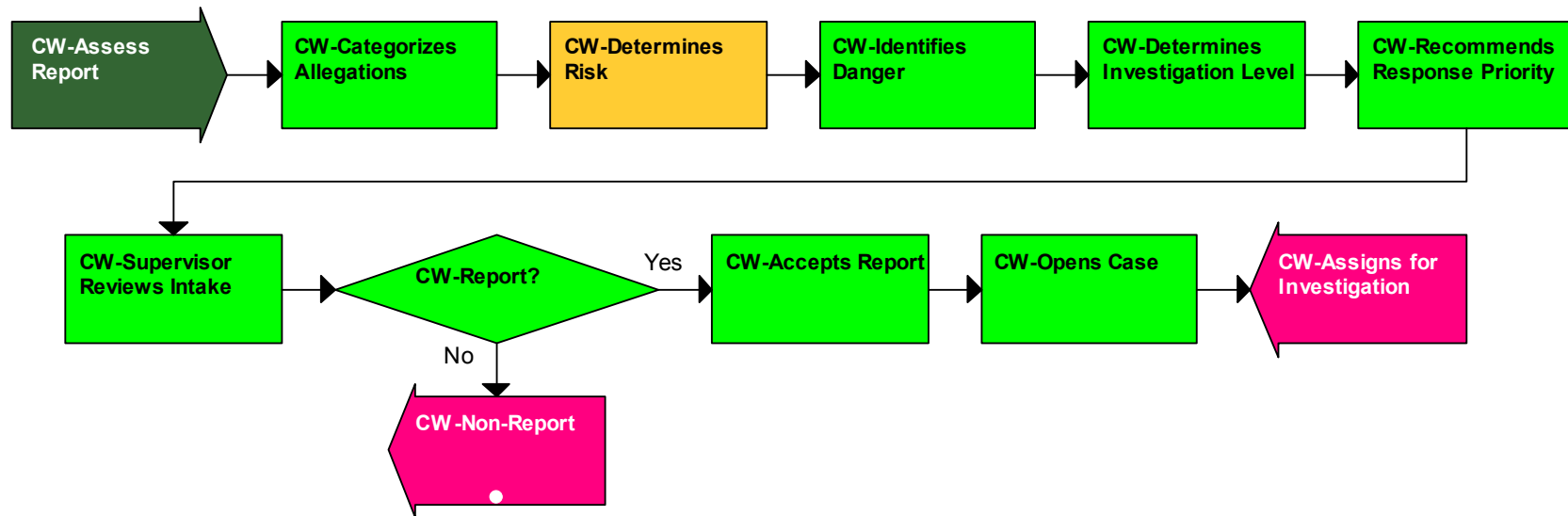
Is further detailed on CW-01d Non-Report

Appears on

- CW-01b Record Report
- CW-01c Assess Report

CW-01c Assess Report

Diagram: CW-01c Assess Report



Description

The diagram, CW-01c Assess Report, is part of the Intake process and shows the business process of assessing the information from a report and determining the next appropriate action.

CW-01c Assess Report details the Process: CW-Assess Report

Appears on

- CW-01 Intake Process

Internal Event CW-Assess Report

Category: Internal Event/Result

Description

Intake Worker records report type, categorizes intake into allegations determines level of investigation, recommends a response time frame to the supervisor.

Common Process CW-Categorizes Allegations

Category: Common Process

Description

The CA/N allegations are categorized into response priorities.

Application Mapping

- Manual Process

Business Process CW-Determines Risk

Category: Business Process

Description

Intake worker assesses the level of risk to the child, based on predetermined risk factors.

Application Mapping

- Manual Process

Common Process CW-Identifies Danger

Category: Common Process

Description

Intake worker notes any potential danger for investigation worker.

Application Mapping

- Manual Process

Common Process CW-Determines Investigation Level

Category: Common Process

Description

Intake worker assigns an investigation level (1,2,3) to the report.

Application Mapping

- Manual Process

Common Process CW-Recommends Response Priority

Category: Common Process

Description

Intake worker recommends a response time frame to supervisor, based on the information in the report.

Application Mapping

- Manual Process

Common Process CW-Supervisor Reviews Intake

Category: Common Process

Description

Supervisor reviews intake report

Application Mapping

- Manual Process

Common Decision CW-Report?

Category: Common Decision

Description

Does the is information meet the criteria for a CA/N Report?

Appears on CW-01b Record Report

Application Mapping

- Manual Process

Common Process CW-Accepts Report

Category: Common Process

Description

The report is accepted as valid and assigned for investigation.

Application Mapping

- TIPS

- Semi Automated Process

Common Process CW-Opens Case

Category: Common Process

Description

After the intake report has been accepted and cleared, the case is opened.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Assigns for Investigation

Category: Internal Event/Result

Description

Intake Supervisor assigns to CPI Worker to investigate the report

Appears on

- CW-01 Intake Process
- CW-02 Investigation In Home

- CW-02a Investigation Out of Home

Internal Result CW-Non-Report

Category: Internal Event/Result

Description

The incoming report is determined to not be a valid report (E.g., does not meet the basic agency criteria, is not a report of CA/N, etc.) so the report is classified as a "non-report."

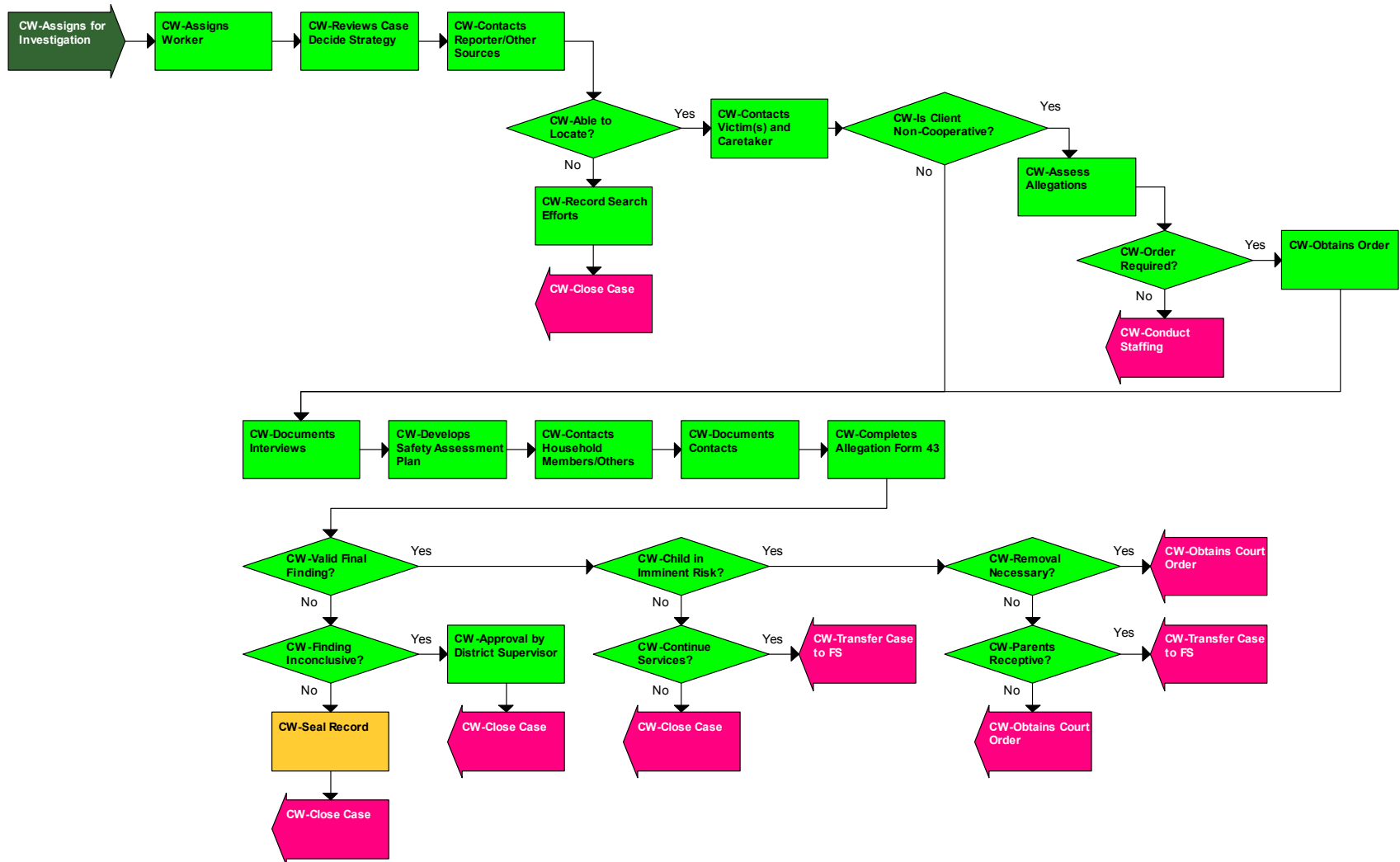
Is further detailed on CW-01d Non-Report

Appears on

- CW-01b Record Report
- CW-01d Non-Report

CW-02 Investigation In Home

Diagram: CW-02 Investigation In Home



Description

The diagram, CW-02 Investigation In Home, details how an investigation is conducted when the child is in their own home.

CW-02 Investigation In Home details the Process: CW-02 Investigation In Home

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Assigns for Investigation

Category: Internal Event/Result

Description

Intake Supervisor assigns to CPI Worker to investigate the report

Appears on

- CW-01 Intake Process
- CW-01c Assess Report
- CW-02a Investigation Out of Home

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker
Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-07 Change Goal / Adoption
- CW-10 Adoption Petition
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-19 RF/PA Investigation
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem

- Semi Automated Process

Common Process CW-Reviews Case Decide Strategy

Category: Common Process

Description

CPI Worker and Supervisor review case and decide on investigation strategy

Application Mapping

- Manual Process

Common Process CW-Contacts Reporter/Other Sources

Category: Common Process

Description

CPI Worker contacts Reporter /other sources

Appears on CW-02a Investigation Out of Home

Application Mapping

- Manual Process

Common Decision CW-Able to Locate?

Category: Common Decision

Description

Is the Investigator able to locate that child and family?

Application Mapping

- Manual Process

Common Process CW-Contacts Victim(s) and Caretaker

Category: Common Process

Description

CPI Worker collects required tools/forms and contacts victim(s) and caretaker

Application Mapping

- Manual Process

Common Decision CW-Is Client Non-Cooperative?

Category: Common Decision

Description

Does the client agree to meet, and follow through with the interview/meeting, with the investigator as part of the investigation?

Application Mapping

- Manual Process

Common Process CW-Assess Allegations

Category: Common Process

Description

Assessment of seriousness of allegations

Appears on CW-02a Investigation Out of Home

Application Mapping

- Manual Process

Common Decision CW-Order Required?

Category: Common Decision

Description

Worker assesses the degree of danger to the child and determines if a court order is necessary to obtain in order to proceed with the investigation.

Application Mapping

- Manual Process

Common Process CW-Obtains Order

Category: Common Process

Description

Obtain Court Order to investigate the allegations

Application Mapping

- Manual Process

Internal Result CW-Conduct Staffing

Category: Internal Event/Result

Description

If a determination is made not to obtain a court order, then a staffing is held to determine how to proceed with the investigation.

Common Process CW-Documents Interviews

Category: Common Process

Description

CPI Worker documents interviews with relevant parties on form 42

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Develops Safety Assessment Plan

Category: Common Process

Description

CPI Worker develops a safety assessment plan (on Form 5) and obtains Supervisor approval

Application Mapping

- Manual Process

Common Process CW-Contacts Household Members/Others

Category: Common Process

Description

CPI Worker contact household members and others and documents on Form 42

Application Mapping

- Manual Process

Common Process CW-Documents Contacts

Category: Common Process

Description

Records notes and observations from interviews/contacts with household members, collaterals, etc.

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Completes Allegation Form 43

Category: Common Process

Description

CPI Worker/Supervisor complete Form 43 and dispose of each allegation as valid, invalid, inconclusive, unable to locate or child.

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Valid Final Finding?

Category: Common Decision

Description

Assessment of investigation findings as to whether the investigation validates the referral allegations and any subsequent allegations

Application Mapping

- Manual Process

Common Decision CW-Child in Imminent Risk?

Category: Common Decision

Description

Assessment based on results of an investigation as to whether the child is in immediate risk. If so take steps to protect the child.

Appears on

- CW-02a Investigation Out of Home
- CW-03 Legal Process

Application Mapping

- Manual Process

Common Decision CW-Removal Necessary?

Category: Common Decision

Description

Assess if the children are in sufficient danger in their present situation to warrant removal from that situation.

Application Mapping

- Manual Process

Internal Result CW-Obtains Court Order

Category: Internal Event/Result

Description

CPI Worker obtains an entry order from court and enters home

Appears on CW-03 Legal Process

Common Decision CW-Parents Receptive?

Category: Common Decision

Description

Are the parents amenable to receive services and if so, is the child safe at home? If so is the family appropriate for home-based services?

Application Mapping

- Manual Process

Internal Result CW-Transfer Case to FS

Category: Internal Event/Result

Description

Transfer Case to Family Services which could include Home-Based Services.

Appears on CW-04 Provide Family Services

Internal Result CW-Obtains Court Order

Category: Internal Event/Result

Description

CPI Worker obtains an entry order from court and enters home

Appears on CW-03 Legal Process

Common Decision CW-Continue Services?

Category: Common Decision

Description

Does Family require further services to protect the children?

Appears on CW-04 Provide Family Services

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Transfer Case to FS

Category: Internal Event/Result

Description

Transfer Case to Family Services which could include Home-Based Services.

Appears on CW-04 Provide Family Services

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

Common Decision CW-Finding Inconclusive?

Category: Common Decision

Description

Based on the results of the investigation, there is not enough information to substantiate the allegations and they are determined to be inconclusive, rather than valid.

Application Mapping

- Manual Process

Common Process CW-Approval by District Supervisor

Category: Common Process

Description

Send case to District Supervisor for review and approval This is required if services are for longer than six months.

Appears on

- CW-02a Investigation Out of Home
- CW-04 Provide Family Services

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

Business Process CW-Seal Record

Category: Business Process

Description

If no valid finding, all identifying information is removed before case is closed and sealed.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

Common Process CW-Record Search Efforts

Category: Common Process

Description

Record search attempts and close case

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

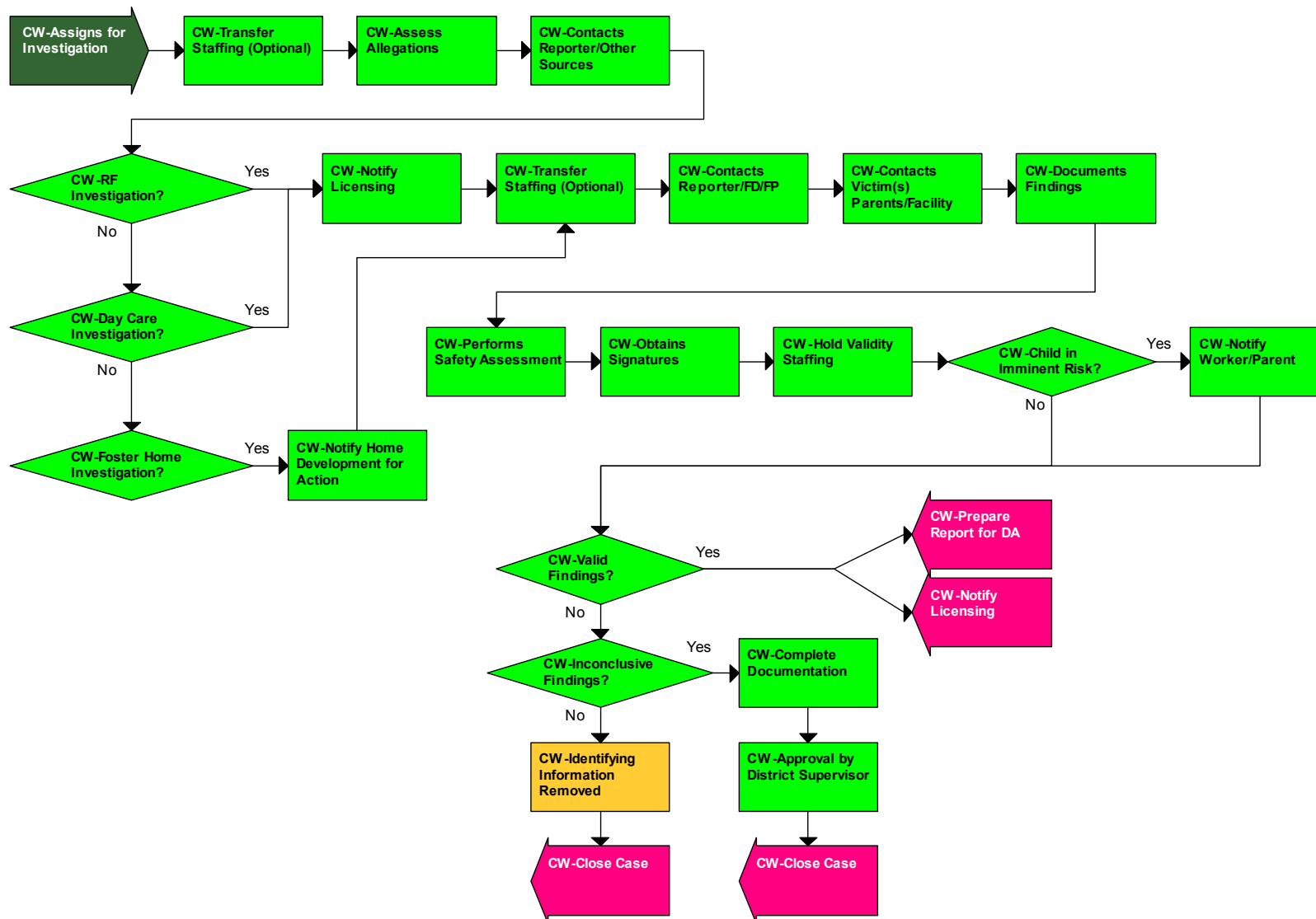
This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

CW-02a Investigation Out of Home

Diagram: CW-02a Investigation Out of Home



Description

The diagram, CW-02a Investigation Out of Home, details how investigations are conducted when the child is not their own home.

CW-02a Investigation Out of Home details the Process: CW-02a Investigation Out of Home

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Assigns for Investigation

Category: Internal Event/Result

Description

Intake Supervisor assigns to CPI Worker to investigate the report

Appears on

- CW-01 Intake Process
- CW-01c Assess Report
- CW-02 Investigation In Home

Common Process CW-Transfer Staffing (Optional)

Category: Common Process

Description

Optional staffing of report/case from Intake to Investigation

Application Mapping

- Manual Process

Common Process CW-Assess Allegations

Category: Common Process

Description

Assessment of seriousness of allegations

Appears on CW-02 Investigation In Home

Application Mapping

- Manual Process

Common Process CW-Contacts Reporter/Other Sources

Category: Common Process

Description

CPI Worker contacts Reporter /other sources

Appears on CW-02 Investigation In Home

Application Mapping

- Manual Process

Common Decision CW-RF Investigation?

Category: Common Decision

Description

Is the intake report on a residential facility?

Application Mapping

- Manual Process

Common Process CW-Notify Licensing

Category: Common Process

Description

If the investigation is on a residential facility, notify the Bureau of Licensing of investigation.

Application Mapping

- Semi Automated Process
- GroupWise

Common Process CW-Transfer Staffing (Optional)

Category: Common Process

Description

Optional staffing of report/case from Intake to Investigation

Application Mapping

- Manual Process

Common Process CW-Contacts Reporter/FD/FP

Category: Common Process

Description

CPI Worker contacts reporter and Facility Director/Foster Parent

Application Mapping

- Manual Process

Common Process CW-Contacts Victim(s) Parents/Facility

Category: Common Process

Description

CPI Worker contacts victim(s), Parents, facility staff and documents findings on form 42

Application Mapping

- Manual Process

Common Process CW-Documents Findings

Category: Common Process

Description

CPI Worker contacts victim(s), Parents, facility staff and documents findings on form 42

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Performs Safety Assessment

Category: Common Process

Description

CPI Worker Performs Safety Assessment and gets signed by facility director/ Foster Parents

Application Mapping

- Manual Process

Common Process CW-Obtains Signatures

Category: Common Process

Description

CPI Worker Performs Safety Assessment and gets signed by facility director/ Foster Parents

Application Mapping

- Manual Process

Common Process CW-Hold Validity Staffing

Category: Common Process

Description

CPI Worker and supervisor hold validity staffing, review risk and safety assessments, dispose of each allegation.

Application Mapping

- Manual Process

Common Decision CW-Child in Imminent Risk?

Category: Common Decision

Description

Assessment based on results of an investigation as to whether the child is in immediate risk. If so take steps to protect the child.

Appears on

MAXIMUS Deliverable 24.2

A-120

4/03/2003

LA DSS Current Enterprise Application Model

- CW-02 Investigation In Home
- CW-03 Legal Process

Application Mapping

- Manual Process

Common Process CW-Notify Worker/Parent

Category: Common Process

Description

When child is in a residential facility that is under investigation, notify the worker or parent, as appropriate about the investigation.

Application Mapping

- Manual Process

Common Decision CW-Valid Findings?

Category: Common Decision

Description

Assessment of investigation findings as to whether the investigation validates the referral allegations and any subsequent allegations

Application Mapping

- Manual Process

Internal Result CW-Prepare Report for DA

Category: Internal Event/Result

Description

Prepare report to DA and notify licensing

Internal Result CW-Notify Licensing

Category: Internal Event/Result

Description

Notify Licensing of the outcome of the investigation.

Common Decision CW-Inconclusive Findings?

Category: Common Decision

Description

Are the findings from the investigation of the allegations inconclusive?

Application Mapping

- Manual Process

Common Process CW-Complete Documentation

Category: Common Process

Description

Complete documentation and close, requires DS approval

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Approval by District Supervisor

Category: Common Process

Description

Send case to District Supervisor for review and approval This is required if services are for longer than six months.

Appears on

- CW-02 Investigation In Home
- CW-04 Provide Family Services

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home

- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

Business Process CW-Identifying Information Removed

Category: Business Process

Description

When the result of the investigation of the allegations is inconclusive, all identifying information is removed from TIPS and the case is closed.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-03 Legal Process
- CW-04 Provide Family Services
- CW-04 Provide Family Services

Common Decision CW-Day Care Investigation?

Category: Common Decision

Description

Is the investigation on a day care facility?

Application Mapping

- Manual Process

Common Decision CW-Foster Home Investigation?

Category: Common Decision

Description

Do the allegations concern a child in a foster home or a foster home?

Application Mapping

- Manual Process

Common Process CW-Notify Home Development for Action

Category: Common Process

Description

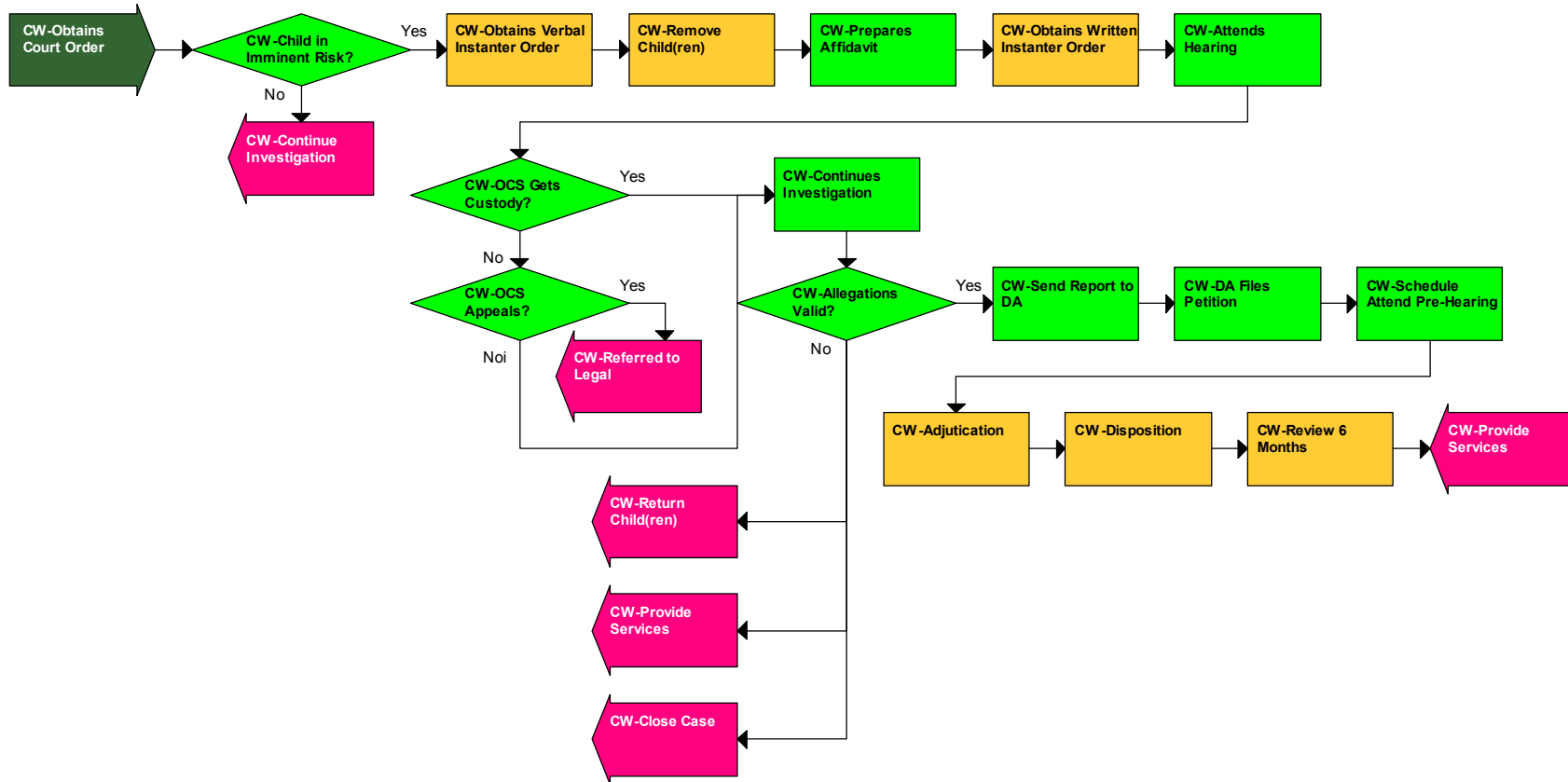
Notify HD for appropriate action on licensing status

Application Mapping

- GroupWise
- Semi Automated Process

CW-03 Legal Process

Diagram: CW-03 Legal Process



Description

The diagram, CW-03 Legal Process details how OCS, when necessary, involves the court to protect children.

CW-03 Legal Process details the Process: CW-03 Legal Process

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Obtains Court Order

Category: Internal Event/Result

Description

CPI Worker obtains an entry order from court and enters home

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home

Common Decision CW-Child in Imminent Risk?

Category: Common Decision

Description

Assessment based on results of an investigation as to whether the child is in immediate risk. If so take steps to protect the child.

Appears on

- CW-02 Investigation In Home
- CW-02a Investigation Out of Home

Application Mapping

- Manual Process

Business Process CW-Obtains Verbal Instant Order

Category: Business Process

Description

Worker contacts the Judge to obtain a verbal order to take the child into custody.

Application Mapping

- Manual Process

Business Process CW-Remove Child(ren)

Category: Business Process

Description

Take the children out of the endangering situation.

Application Mapping

- Manual Process

Common Process CW-Prepares Affidavit

Category: Common Process

Description

CPI Worker prepares written affidavit within 24 hours and submits to the Court

Application Mapping

- Manual Process

Business Process CW-Obtains Written Instanter Order

Category: Business Process

Description

CPI Worker obtains written Instanter Order from the Court

Application Mapping

- Manual Process

Common Process CW-Attends Hearing

Category: Common Process

Description

CPI Worker attends continued custody hearing/appeal

Application Mapping

- Manual Process

Common Decision CW-OCS Gets Custody?

Category: Common Decision

Description

As the result of the removal and court hearing, is OCS granted temporary custody of the child(ren)?

Application Mapping

- Manual Process

Common Process CW-Continues Investigation

Category: Common Process

Description

Children in protective custody and the CPI worker continues the investigation. .

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Allegations Valid?

Category: Common Decision

Description

As the result of the investigation, are the original, or any subsequent allegations determined to be valid?

Application Mapping

- Manual Process

Common Process CW-Send Report to DA

Category: Common Process

Description

Worker files a report within 30 days of child entering custody

Application Mapping

- Manual Process

Common Process CW-DA Files Petition

Category: Common Process

Description

Upon receipt and review of worker's report DA determines petition filing to be appropriate.

Application Mapping

- Manual Process

Common Process CW-Schedule Attend Pre-Hearing

Category: Common Process

Description

OCS Workers and legal staff (may include DA) schedule and attend pre-hearing conference to discuss the case.

Application Mapping

- Manual Process

Business Process CW-Adjutication

Category: Business Process

Description

Court makes a finding based on the facts presented at the hearing.

Application Mapping

- Manual Process

Business Process CW-Disposition

Category: Business Process

Description

Court Order Options are to dismiss, Order Foster Care or Family Services. Court will make an Order to protect the children based on proven allegations.

Application Mapping

- Manual Process

Business Process CW-Review 6 Months

Category: Business Process

Description

A review will be made in 6 months.

Application Mapping

- TIPS
- Manual Process
- Semi Automated Process

Internal Result CW-Provide Services

Category: Internal Event/Result

Description

Child returned. Ongoing services provided if needed, or case closed

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility

Internal Result CW-Return Child(ren)

Category: Internal Event/Result

Description

Children returned to their parent(s).

Internal Result CW-Provide Services

Category: Internal Event/Result

Description

Child returned. Ongoing services provided if needed, or case closed

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-04 Provide Family Services

- CW-04 Provide Family Services

Common Decision CW-OCS Appeals?

Category: Common Decision

Description

Based on the court order, does OCS believe the child(ren) is at risk and therefore needs to appeal the court's decision?

Application Mapping

- Manual Process

Internal Result CW-Referred to Legal

Category: Internal Event/Result

Description

Worker refers the court's order to the Legal Section for review and action.

Internal Result CW-Continue Investigation

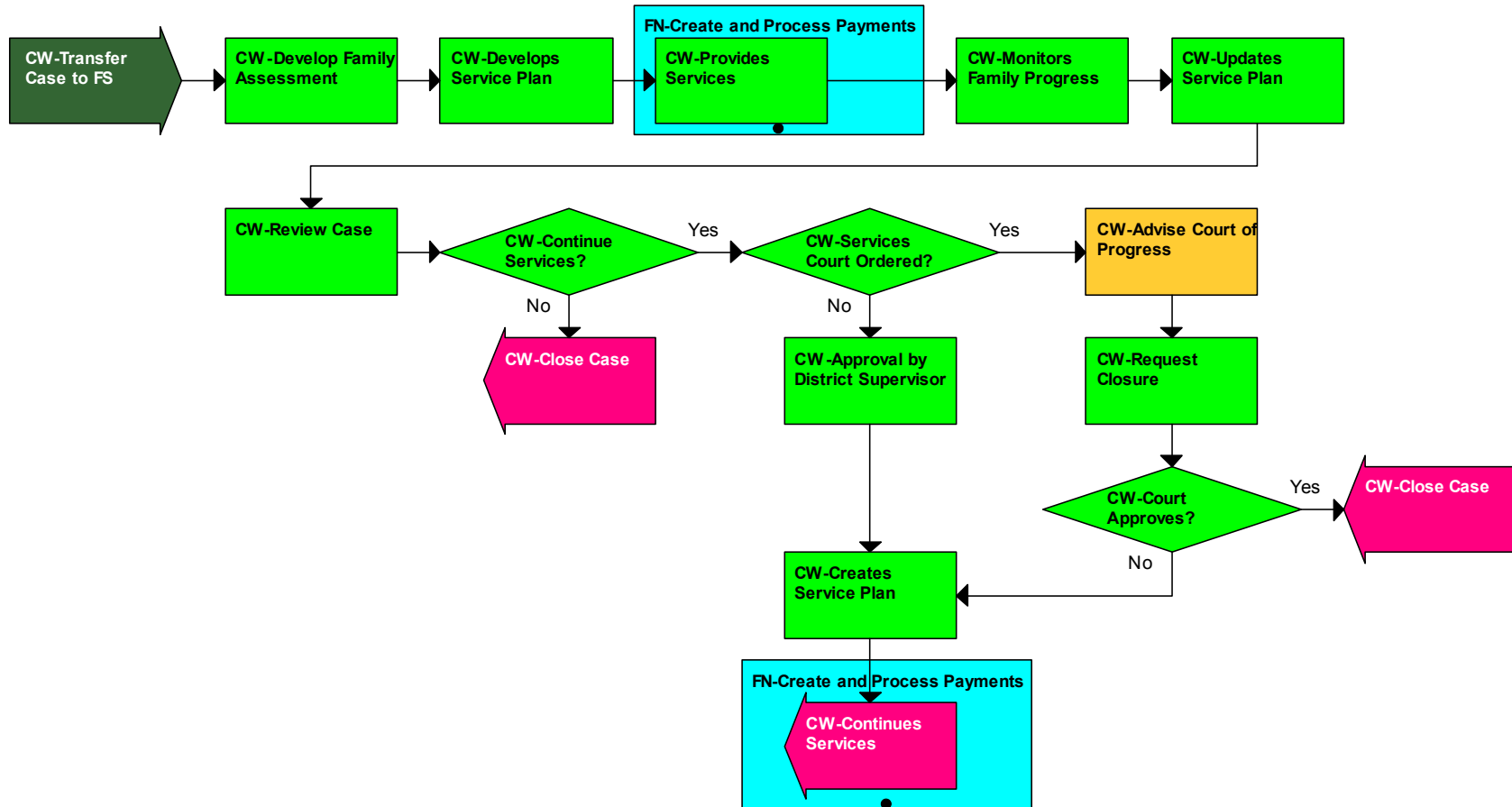
Category: Internal Event/Result

Description

Investigation continues while other assessments are determined.

CW-04 Provide Family Services

Diagram: CW-04 Provide Family Services



Description

The diagram, CW-04 Family Services, depicts the process of the delivering services such as, case management and counseling for children and their families.

CW-04 Provide Family Services details the Process: CW-04 Provide Family Services

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Transfer Case to FS

Category: Internal Event/Result

Description

Transfer Case to Family Services which could include Home-Based Services.

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home

Common Process CW-Develop Family Assessment

Category: Common Process

Description

Develop an assessment of the family and its functioning in order to develop the service plan.

Application Mapping

- Manual Process

Common Process CW-Develops Service Plan

Category: Common Process

Description

Based on the assessment, develop a service plan aimed at resolving the family issues and terminating jurisdiction.

Appears on CW-06 Foster Care Service Delivery

Application Mapping

- Manual Process

Common Process CW-Provides Services

Category: Common Process

Description

FS Workers provides services to the family and monitors progress of the family towards goals set in the Service Plan including safety of children. For FC Continue to provide services until permanency goal is achieved for each child.

Appears on

MAXIMUS Deliverable 24.2

A-143

4/03/2003

LA DSS Current Enterprise Application Model

- CW-05a Placement in Hospital
- CW-06 Foster Care Service Delivery

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Monitors Family Progress

Category: Common Process

Description

FS Workers provides services to the family and monitors progress of the family towards goals set in the Service Plan.

Application Mapping

- Manual Process

Common Process CW-Updates Service Plan

Category: Common Process

Description

Update the Service Plan at 90 day intervals / Update the Service Plan to reflect the permanency goals for the children

Appears on CW-06 Foster Care Service Delivery

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Review Case

Category: Common Process

Description

Review Case at 6 month intervals

Application Mapping

- Manual Process

Common Decision CW-Continue Services?

Category: Common Decision

Description

Does Family require further services to protect the children?

Appears on CW-02 Investigation In Home

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Services Court Ordered?

Category: Common Decision

Description

Determine if the family is in FS program as the result of a court order.

Application Mapping

- Manual Process

Business Process CW-Advise Court of Progress

Category: Business Process

Description

Advise Court of family's progress and request Court approval to close the case

Application Mapping

- Manual Process

Common Process CW-Request Closure

Category: Common Process

Description

Recommend to the court (for court ordered FS) that the case be closed.

Application Mapping

- Manual Process

Common Decision CW-Court Approves?

Category: Common Decision

Description

Court approves closing the FS case and services or the court has approved the permanency goal of adoption for the child. The court may also have approved the change of goal back to FC.

Appears on

- CW-07 Change Goal / Adoption
- CW-07 Change Goal / Adoption

Application Mapping

- Manual Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02 Investigation In Home

- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process

Common Process CW-Creates Service Plan

Category: Common Process

Description

FS Worker creates a new Service Plan and continues services

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Continues Services

Category: Internal Event/Result

Description

Provides ongoing services to child and family.

Appears on

- CW-05a Placement in Hospital
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process CW-Approval by District Supervisor

Category: Common Process

Description

Send case to District Supervisor for review and approval This is required if services are for longer than six months.

Appears on

- CW-02 Investigation In Home
- CW-02a Investigation Out of Home

Application Mapping

- TIPS

- Semi Automated Process

Internal Result CW-Close Case

Category: Internal Event/Result

Description

This object, "Case Closed", is global throughout the model and can occur for many reasons. Reason such as unable to locate, the Child returned to their family or the court orders the case closed. In some cases even if the case is closed some services may still be provided if needed.

Appears on

- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02 Investigation In Home
- CW-02a Investigation Out of Home
- CW-02a Investigation Out of Home
- CW-03 Legal Process

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

Appears on

- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

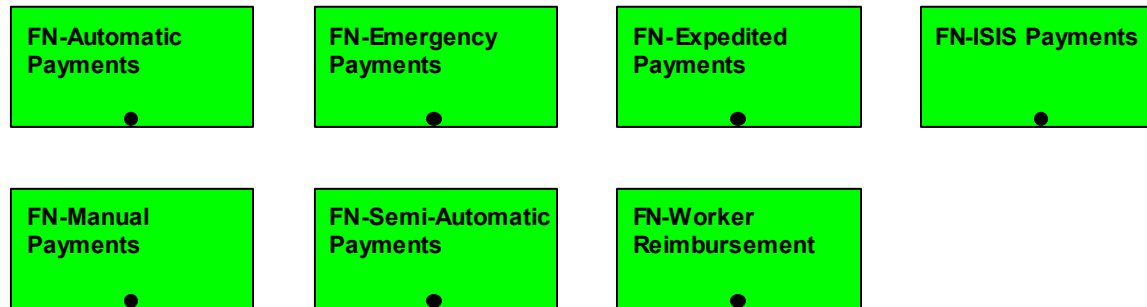
Is further detailed on FN-Create and Process Payments

Appears on

- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

FN-Create and Process Payments

Diagram: FN-Create and Process Payments



Description

This process grouping comprises the various payment types of Automatic, Semi-Automatic, Manual, etc. It is how DSS pays providers, vendors, and sometimes clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

FN-Create and Process Payments details the Process: FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative

- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process FN-Automatic Payments

Category: Common Process

Description

Automatic payments are those that do not require submission of invoices. They are static in nature and repeat automatically until an established end date is reached.

Is further detailed on FN-Automatic Payments

Common Process FN-Manual Payments

Category: Common Process

Description

Manual payments have two different descriptions. For OCS, these types of payments are still paid via TIPS, but must have the

schedule manually manipulated in order to process.

In OFS, these types of payments are the same as OCS, but may also require a physical check be typed instead of being process through one of the payment systems (JAS or CAPS).

Is further detailed on FN-Manual Payments

Appears on

- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home

Common Process FN-Emergency Payments

Category: Common Process

Description

Emergency payments are made by OCS only. An emergency payment is designated by OCS Fiscal as a provider needing a check issued with the next check batch cycle run. OM&F must change the scheduled due date of the payable.

Is further detailed on FN-Emergency Payments

Common Process FN-Semi-Automatic Payments

Category: Common Process

Description

CAPS interfaces to TIPS provider directory info. Edits based on service rates for provider, major/minor, part-time/fulltime. This ensures correct rate is used in paying a provider. Also ensures that the provider was authorized for period. Edits to ensure that a family day care home has no more than six children total. BRIS is self-contained.

OCS, OFS, Child specific rates: Each Provider that receives semi-automatic payments has own rate with State Office.

Is further detailed on FN-Semi-Automatic Payments

Common Process FN-Expedited Payments

Category: Common Process

Description

Expedited Payments, also known as “Vendor/LaCarte” payments, RAF/PAF vendors, LaCarte Card, and OFS providers who request advances, or payments out of sequence.

Is further detailed on FN-Expedited Payments

Common Process FN-Worker Reimbursement

Category: Common Process

Description

DSS Workers, when required to travel, typically expend some of their personal monies and are required to be reimbursed.

Is further detailed on FN-Worker Reimbursement

Common Process FN-ISIS Payments

Category: Common Process

Description

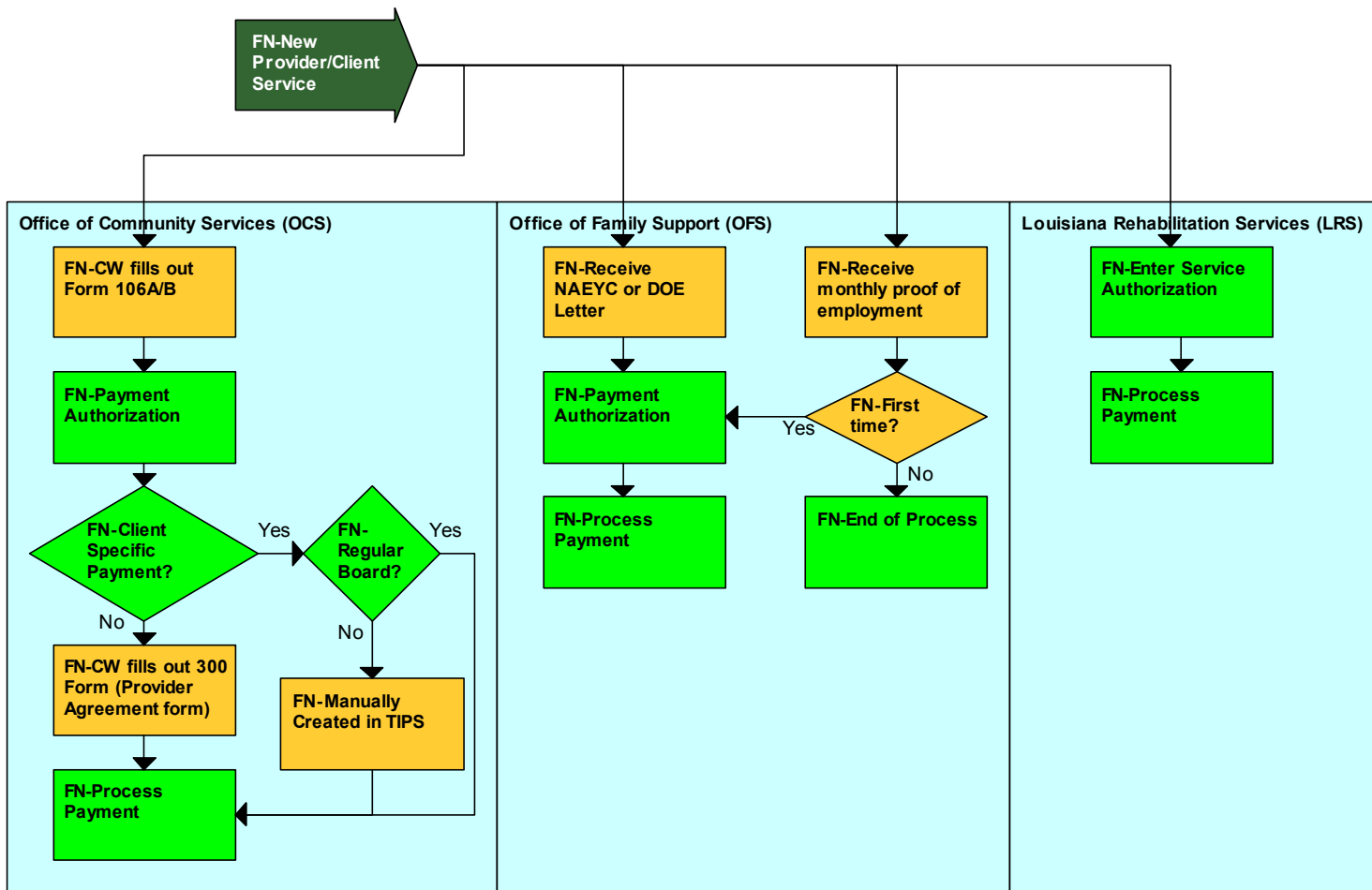
ISIS AFS cuts the check, direct deposit, or sends via IAT.

Is further detailed on FN-ISIS Payments

Appears on FN-Expedited Payments

FN-Automatic Payments

Diagram: FN-Automatic Payments



Description

When a new provider, or client-specific service, is added to one of the program areas, certain actions must be completed in each Office to pay the provider(s) providing services automatically each month. These automatic payments are made when the nature of the service being provided is a known, static quantity.

FN-Automatic Payments details the Process: FN-Automatic Payments

Appears on

- FN-Create and Process Payments

Internal Event FN-New Provider/Client Service

Category: Internal Event/Result

Description

A new provider or client related service is created that can be paid through and automatic payment process.

OCS: 106B Form is Service Authorization. 300 Form is Provider Agreement

OFS: Require entry in TIPS 310. Begin/end dates for NAEYC accreditation (Class A only). Provider sends proof, that is validated/entered by Bur. of Licensing. Food Program (Class R) requires additional field and verification by State Office Program Accountability.

LRS: From IPE, BRIS worksheet is completed.

Business Process FN-CW fills out Form 106A/B

Category: Business Process

Description

To request set up of an automatic payment for a provider.

Common Process FN-Payment Authorization

Category: Common Process

Description

OFS - Require entry in TIPS 310. begin/end dates for NAEYC accreditation (Class A only). Provider sends proof, that is validated/entered by Bur. of Licensing. Food Program (Class R) requires additional field and verification by State Office Program Accountability.

OCS - Update TIPS Authorization for 106 A/B entry. Also, CW fills out 300 Form (Provider Agreement form) for Provider Agreement types.

Common Decision FN-Client Specific Payment?

Category: Common Decision

Description

Is this a Level of care or special board payment made to a provider for a special needs child?

Common Decision FN- Regular Board?

Category: Common Decision

Description

Decision on Regular Board or Level of Care/Special Board.

Business Process FN-Manually Created in TIPS

Category: Business Process

Description

Amount is manually entered on the TIPS Service Authorization screen (rates and amounts are determined by policy)

Common Process FN-Process Payment

Category: Common Process

Description

OFS - Bonuses are calc based upon pct 20% (class a NAEYC). 10% for food pgm for Class R. "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

OCS - "Regular-Run" batch for automatic payments calculates the amount from the rate table (based on child's age and type of service).

All & LRS - "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

Business Process FN-CW fills out 300 Form (Provider Agreement form)

Category: Business Process

Description

This is done to create a subsidy for non-client specific services. Paying a home to be available.

Business Process FN-Receive NAEYC or DOE Letter

Category: Business Process

Description

Required by OFS before a provider can be set up for an automatic payment.

Common Process FN-Payment Authorization

Category: Common Process

Description

OFS - Require entry in TIPS 310. begin/end dates for NAEYC accreditation (Class A only). Provider sends proof, that is validated/entered by Bur. of Licensing. Food Program (Class R) requires additional field and verification by State Office Program Accountability.

OCS - Update TIPS Authorization for 106 A/B entry. Also, CW fills out 300 Form (Provider Agreement form) for Provider Agreement types.

Common Process FN-Process Payment

Category: Common Process

Description

OFS - Bonuses are calc based upon pct 20% (class a NAEYC). 10% for food pgm for Class R. "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

OCS - "Regular-Run" batch for automatic payments calculates the amount from the rate table (based on child's age and type of service).

All & LRS - "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

Business Process FN-Receive monthly proof of employment

Category: Business Process

Description

For Post FITAP Transportation Assistance. Client supplies proof of employment one time, to be authorized for 12 months (maximum) of coverage. There is a 12 month coverage lifetime maximum, per client.

Decision FN-First time?

Category: Decision

Common Process FN-End of Process

Category: Common Process

Common Process FN-Enter Service Authorization

Category: Common Process

Description

Determined by the Payee Number (if 99999, goes to get client info, otherwise gets provider info). Rehab Counselor Associate (RCA) enters Service Authorization (IPE worksheet)

Common Process FN-Process Payment

Category: Common Process

Description

OFS - Bonuses are calc based upon pct 20% (class a NAEYC). 10% for food pgm for Class R. "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

OCS - "Regular-Run" batch for automatic payments calculates the amount from the rate table (based on child's age and type of service).

All & LRS - "Regular-Run" batch process looks for open service authorizations for automatic payments and open service agreements for subsidies (based on major / minor)

Organization Office of Community Services (OCS)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments

- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet

- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter

- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form

- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy

- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?

- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send

- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor

- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources

- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments

- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check

- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate

- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review

- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?

- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup

- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Emergency Payments

- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources

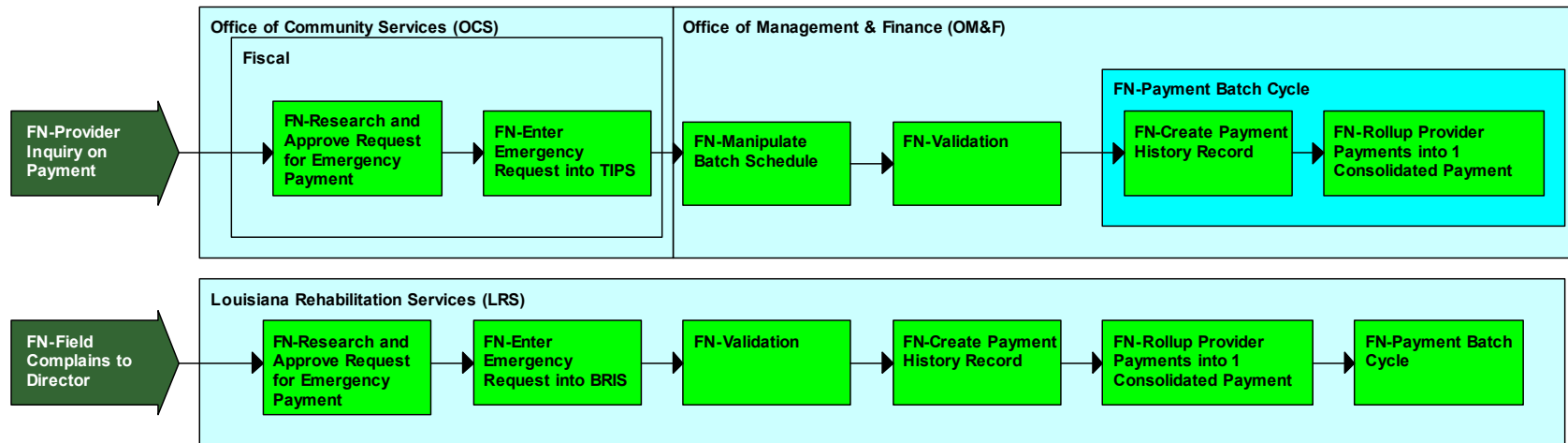
Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process
- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup

- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

FN-Emergency Payments

Diagram: FN-Emergency Payments



Description

Emergency payments are made by OCS only. An emergency payment is designated by OCS Fiscal as a provider needing a check issued with the next check batch cycle run. OM&F must change the scheduled due date of the payable to issue a check in the next check batch run.

FN-Emergency Payments details the Process: FN-Emergency Payments

Appears on

- FN-Create and Process Payments

Internal Event FN-Provider Inquiry on Payment

Category: Internal Event/Result

Description

A provider inquiry on a due payment may result in the initiation of an emergency payment.

Business Process FN-Research and Approve Request for Emergency Payment

Category: Business Process

Description

OCS - Fiscal is required to approve.
LRS - Director is required to approve.

Application Mapping

- TIPS

Business Process FN-Enter Emergency Request into TIPS

Category: Business Process

Description

CWA enters emergency payment request into TIPS, which creates a "Pay-Capture" record.

Application Mapping

- TIPS

Business Process FN-Manipulate Batch Schedule

Category: Business Process

Description

Manipulate schedule by changing batch schedule. Change due date on doc and ck print request.

Common Process FN-Validation

Category: Common Process

Description

Payment records go through another generic validation process and are then stored as "Open-Payable" records.

Common Process FN-Create Payment History Record

Category: Common Process

Description

Payment history records are stored for every payment line on a line-by-line basis and corresponding ISIS records are stored as well.

Common Process FN-Rollup Provider Payments into 1 Consolidated Payment

Category: Common Process

Description

"Open-Payable" records are sorted by Provider Number so that all payment lines to a single Provider are rolled up into one check for that Provider

Internal Event FN-Field Complains to Director

Category: Internal Event/Result

Description

Initiating event that could cause an emergency payment to be made.

Business Process FN-Research and Approve Request for Emergency Payment

Category: Business Process

Description

OCS - Fiscal is required to approve.

LRS - Director is required to approve.

Application Mapping

- TIPS

Business Process FN-Enter Emergency Request into BRIS

Category: Business Process

Description

For LRS, data entry process for emergency check requests.

Common Process FN-Validation

Category: Common Process

Description

Payment records go through another generic validation process and are then stored as "Open-Payable" records.

Common Process FN-Create Payment History Record

Category: Common Process

Description

Payment history records are stored for every payment line on a line-by-line basis and corresponding ISIS records are stored as well.

Common Process FN-Rollup Provider Payments into 1 Consolidated Payment

Category: Common Process

Description

"Open-Payable" records are sorted by Provider Number so that all payment lines to a single Provider are rolled up into one check for that Provider

Common Process FN-Payment Batch Cycle

Category: Common Process

Description

Expedited and LaCarte specific "Regular-Run" and "Check-Run" batch processes finds "Pay-Capture" records that have due dates on or before the date of the run (LaCarte is setup in TIPS as a single provider). OM&F Payment Management has all DSS/LaCarte checks 'pulled' and forwarded to them by the DSS Mail Room. The check is given to OM&F Cash Management for deposit into the Bank One account. Payment is then classified in ISIS.

Invoice Manual Payments: "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the batch run. OCS runs nightly for PAF/RAF, LaCarte, regular run weekly. OFS runs nightly. LRS twice a week, and can run nightly if needed.

For Refunds to State: Batch Process uses system specific details to update financial history in system and ISIS

Appears on

- FN-Expedited Payments
- FN-Manual Payments
- FN-Manual Payments

Organization Office of Community Services (OCS)**Appears on**

- FN-Automatic Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget

- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup

- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms

- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration

- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record

- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213

- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report

- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator

- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data

- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources

Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process

- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup
- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

Organization Fiscal

Appears on FN-Worker Reimbursement

Process: Mapping

- FN-Return to Employee
- FN-Data Entry For CAPS and JAS
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Audit Expense Report
- FN-Amount Change?
- FN-Research and Approve Request for Emergency Payment
- FN-Manipulate Batch Schedule
- FN-Deny Request
- FN-Underpayment
- FN-Within 30 days?
- FN-Make adjustment to issuing subsystem
- FN-Correct Problems
- FN-Send Notice to Parish
- FN-Receive Copies of Check
- FN-No Change to ISIS required.
- FN-Check Status with Bank/CRDS/ISIS
- FN-Research Provider Claims
- FN-Setup Receivable

- FN-Record Adjustment
- FN-Returned to Cost Center Head
- FN-Payment Received?
- FN-Data entry Error?
- FN-Match Check to Original PMF Form
- FN-Mail Check or Flag for Pickup
- FN-Payment Batch Cycle
- FN-Cancel Receivable
- FN-Check Run Batch Updates History
- FN-Request Copies from Bank
- FN-Send information to Bank
- FN-Problems?
- FN-OMF sends info to Postal Inspector
- FN-Lost or Damaged?
- FN-Create Payment History Record
- FN-OFS Prepare Manual Check
- FN-Check Batch Process
- FN-Complete Form
- FN-OM&F sends forms to Bank
- FN-Notify Parish Office
- FN-Replace Check
- FN-Program/ Funding/ Maj-Min Change?

- FN-Send Form to STO
- FN-Update ISIS
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Enter Emergency Request into TIPS
- FN-Send Copies to Parish/State Office
- FN-Check Reprinted
- FN-Bank Recon Updated
- FN-Shred Check
- FN-Forms Signed?
- FN-Valid?
- FN-Perform Stop Payment
- FN-Refunds to State
- FN-Paid and Stolen?
- FN-Status of Check?
- FN-Cancel Check (System Cancels using State Funds)
- FN-Sets due date to authorize payment
- FN-Validation
- FN-Receive Form 213
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Issue New Corrected Check

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated

- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment

- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form

- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet

- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information

- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes

- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number

- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check

- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted

- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

Common Process FN-Payment Batch Cycle

Category: Common Process

Description

Expedited and LaCarte specific "Regular-Run" and "Check-Run" batch processes finds "Pay-Capture" records that have due dates on or before the date of the run (LaCarte is setup in TIPS as a single provider). OM&F Payment Management has all DSS/LaCarte checks 'pulled' and forwarded to them by the DSS Mail Room. The check is given to OM&F Cash Management for deposit into the Bank One account. Payment is then classified in ISIS.

Invoice Manual Payments: "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the batch run. OCS runs nightly for PAF/RAF, LaCarte, regular run weekly. OFS runs nightly. LRS twice a week, and can run nightly if needed.

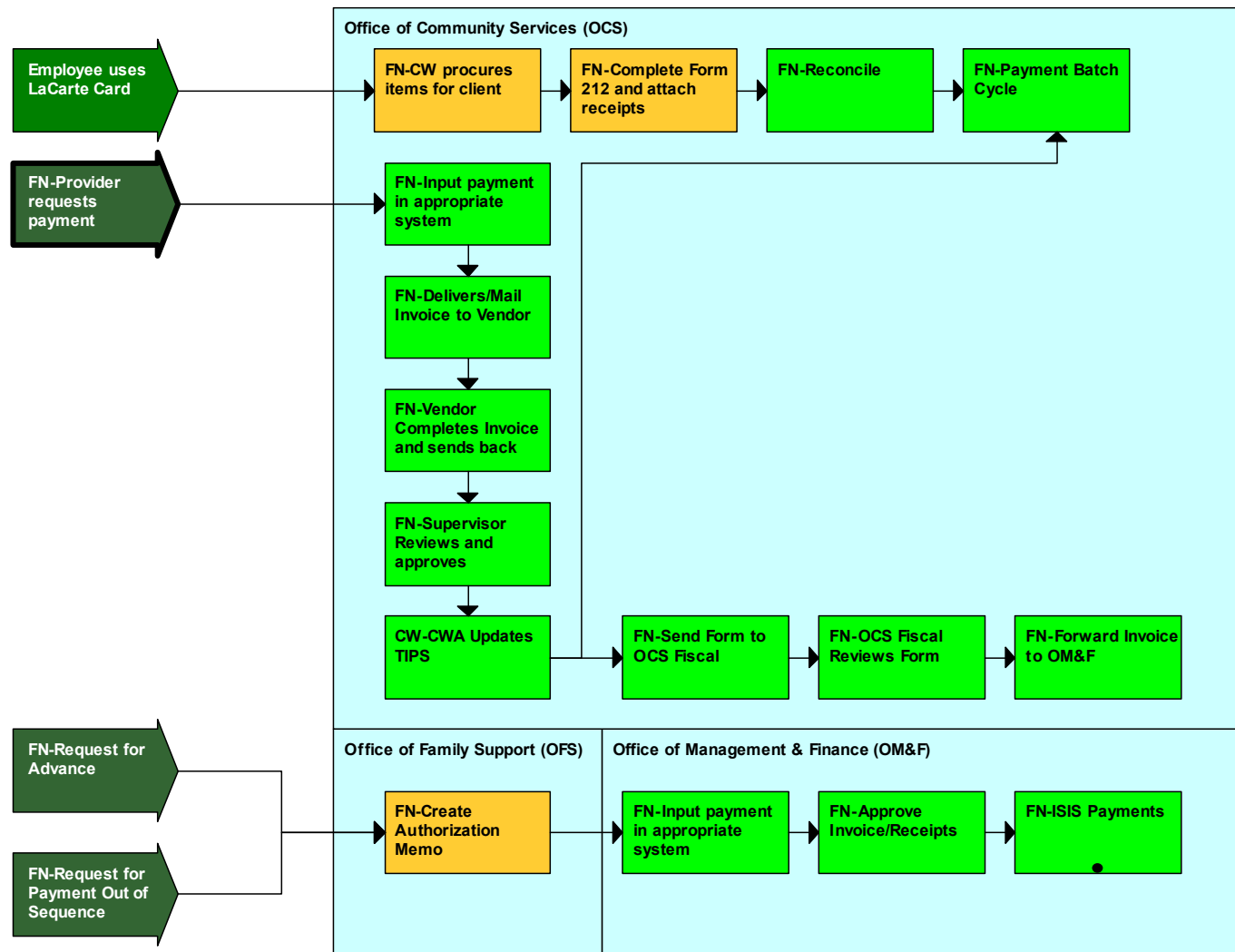
For Refunds to State: Batch Process uses system specific details to update financial history in system and ISIS

Appears on

- FN-Expedited Payments
- FN-Manual Payments
- FN-Manual Payments

FN-Expedited Payments

Diagram: FN-Expedited Payments



Description

Expedited Payments are those payments for RAF/PAF vendors, LaCarte Card, and OFS providers who request advances or payments out of sequence.

FN-Expedited Payments details the Process: FN-Expedited Payments

Appears on

- FN-Create and Process Payments

Internal Event Employee uses LaCarte Card

Category: Internal Event/Result

Description

OCS employees may use the LaCarte card when procuring items for a child or family.

Business Process FN-CW procures items for client

Category: Business Process

Description

Case Worker (CW) makes client-related purchases using the LaCarte credit card

Business Process FN-Complete Form 212 and attach receipts

Category: Business Process

Description

CWA complete form 212 and attach receipts, Supervisor has to approve, gives to CWA for data entry. CWA files receipts and form 212 locally.

Common Process FN-Reconcile

Category: Common Process

Description

CW reconciles receipts with LaCarte credit card monthly statement and updates log. Obtains Supervisor approval. Turns into CWA, who reconciles with LaCarte statement. OM&F send statement to sites; statements are employee specific.

Common Process FN-Payment Batch Cycle

Category: Common Process

Description

Expedited and LaCarte specific "Regular-Run" and "Check-Run" batch processes finds "Pay-Capture" records that have due dates on or before the date of the run (LaCarte is setup in TIPS as a single provider). OM&F Payment Management has all DSS/LaCarte checks 'pulled' and forwarded to them by the DSS Mail Room. The check is given to OM&F Cash Management for deposit into the Bank One account. Payment is then classified in ISIS.

Invoice Manual Payments: "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the

batch run. OCS runs nightly for PAF/RAF, LaCarte, regular run weekly. OFS runs nightly. LRS twice a week, and can run nightly if needed.

For Refunds to State: Batch Process uses system specific details to update financial history in system and ISIS

Appears on

- FN-Emergency Payments
- FN-Emergency Payments
- FN-Manual Payments
- FN-Manual Payments

External Event FN-Provider requests payment

Category: External Event

Common Process FN-Input payment in appropriate system

Category: Common Process

Description

TMS or CFMS entry is done after authorization memo is received. Audit authorization memo for approvals (OCR and Secretary approvals) . For payments out of sequence review/approval are performed by OM&F Fiscal Manager or designee.

Common Process FN-Delivers/Mail Invoice to Vendor

Category: Common Process

Description

For expedited payment, the Worker may hand deliver, or mail, the invoice to the RAF/PAF vendor.

Common Process FN-Vendor Completes Invoice and sends back

Category: Common Process

Description

Same as in Semi-Auto payments, vendor validates the invoice, provides any updates as to services delivered or their quantity, signs and sends back.

Common Process FN-Supervisor Reviews and approves

Category: Common Process

Description

CW Supervisor reviews, corrects, and signs Form 212,

Common Process CW-CWA Updates TIPS

Category: Common Process

Description

Case Worker Assistant (CWA) enters data from Form 212 in TIPS (screen 7212) , and "Pay-Capture" record is created. Form is sent

to OCS Fiscal.

Common Process FN-Send Form to OCS Fiscal

Category: Common Process

Description

The invoice and TIPS update is sent to OCS Fiscal, only after the PAF/RAF vendor payment request is approved in the field.

Common Process FN-OCS Fiscal Reviews Form

Category: Common Process

Description

OCS Fiscal Worker audits the form only after payment.

Common Process FN-Forward Invoice to OM&F

Category: Common Process

Description

Forward the invoice for the expedited payment request to OM&F Fiscal file room.

Internal Event FN-Request for Advance

Category: Internal Event/Result

Description

Request from provider for 'start up' money to cover expenses. Deductions from monthly payments are made for recoupment.

Business Process FN-Create Authorization Memo

Category: Business Process

Description

Expedited Payment - Asst. Secretary or designee contacts OM&F Director to initiate process of obtaining advance/payment out of sequence. CFMS Advance-Facility initiates authorization memo. It must be approved by the Secretary or Director and sent to OCR (Office of Contractual Review) for approval. OCR approved authorization memo is forwarded to OM&F Payment Management Contracts Unit.

Common Process FN-Input payment in appropriate system

Category: Common Process

Description

TMS or CFMS entry is done after authorization memo is received. Audit authorization memo for approvals (OCR and Secretary approvals) . For payments out of sequence review/approval are performed by OM&F Fiscal Manager or designee.

Common Process FN-Approve Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

OM&F Fiscal - Advance and payments out of sequence require supervisor approval.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Common Process FN-ISIS Payments

Category: Common Process

Description

ISIS AFS cuts the check, direct deposit, or sends via IAT.

Is further detailed on FN-ISIS Payments

Appears on FN-Create and Process Payments

Internal Event FN-Request for Payment Out of Sequence

Category: Internal Event/Result

Description

Request for 'gap' coverage to allow provider to continue along without providing ongoing services until later. Recoupment takes place later in the process, and may be less than normal.

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare

- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF

- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event

- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice

- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family

- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet

- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F

- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup

- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System

- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly

- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review

- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet

- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form

- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?

- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings

- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments

- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor

- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS

- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request

- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213

- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check

- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures

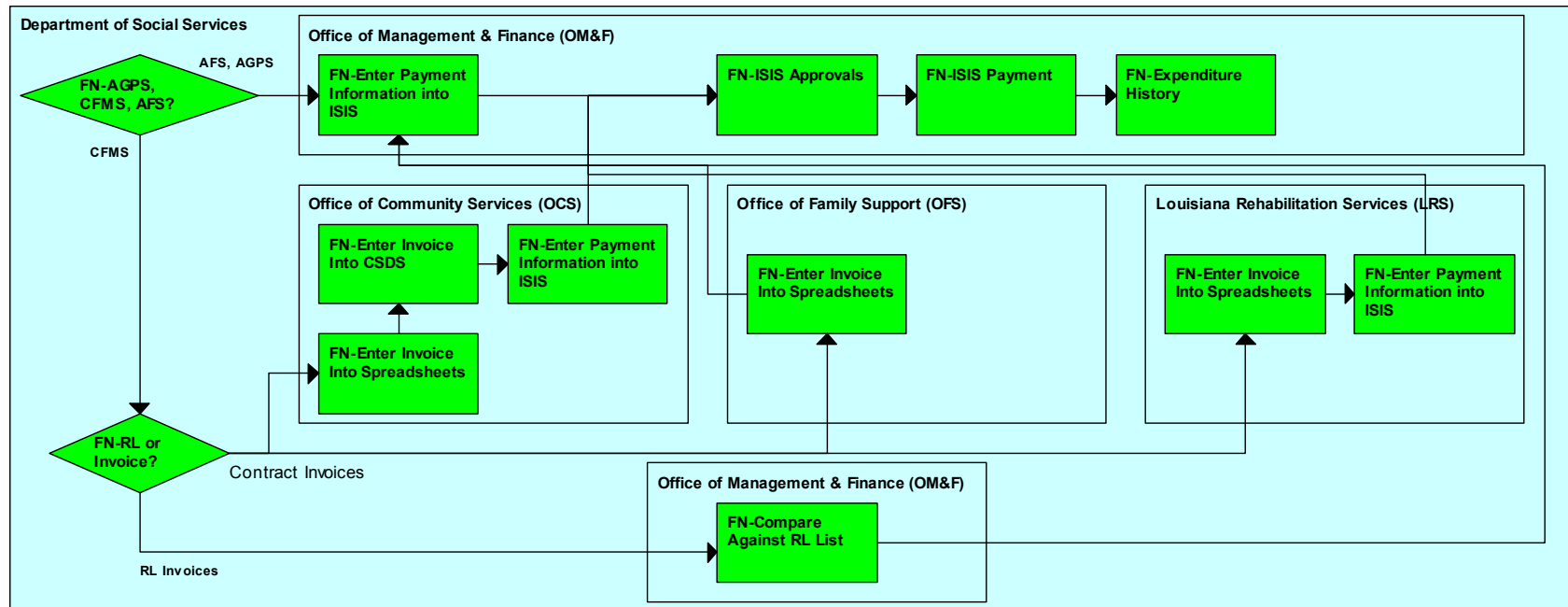
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Recieve Copies of Check

- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy

- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

FN-ISIS Payments

Diagram: FN-ISIS Payments



Description

Some vendors and providers (such as landlords) are paid through the ISIS system. There are three different payment types in ISIS; 1) CFMS where contract payments are processed, 2) AGPS where purchase order payments are processed, and 3) AFS where all other ISIS payments are processed.

FN-ISIS Payments details the Process: FN-ISIS Payments

Appears on

- FN-Create and Process Payments
- FN-Expedited Payments

Common Decision FN-AGPS, CFMS, AFS?

Category: Common Decision

Description

Is this a Supply, Contract, or Interagency Transfer?

Common Process FN-Enter Payment Information into ISIS

Category: Common Process

Description

Enter appropriate information (vendor/provider id, amount, etc.) into ISIS for payment processing.

If this is a FINDWORK Invoice, make copy of Invoice and make data entry in both ISIS and JAS.

Common Process FN-ISIS Approvals

Category: Common Process

Description

Obtain the necessary approvals (worker to supervisor to regional admin...) in ISIS.

Common Process FN-ISIS Payment

Category: Common Process

Description

ISIS sends payment via interagency transfer. AFS cuts the check, direct deposit, or sends via IAT.

Common Process FN-Expenditure History

Category: Common Process

Description

Expenditure history is sent back to Office

Common Decision FN-RL or Invoice?

Category: Common Decision

Description

Is this a Rental/Lease or Contract Invoice payment request?

Business Process FN-Enter Invoice Into Spreadsheets

Category: Business Process

Description

Individual spreadsheets.

Business Process FN-Enter Invoice Into Spreadsheets

Category: Business Process

Description

Individual spreadsheets.

Common Process FN-Enter Payment Information into ISIS

Category: Common Process

Description

Enter appropriate information (vendor/provider id, amount, etc.) into ISIS for payment processing.

If this is a FINDWORK Invoice, make copy of Invoice and make data entry in both ISIS and JAS.

Business Process FN-Enter Invoice Into Spreadsheets

Category: Business Process

Description

Individual spreadsheets.

Business Process FN-Enter Invoice Into CSDS

Category: Business Process

Description

Worker makes duplicate data entries concerning invoice-driven payments in OCS PC-based Contract System (CSDS) and individual spreadsheets

Common Process FN-Enter Payment Information into ISIS

Category: Common Process

Description

Enter appropriate information (vendor/provider id, amount, etc.) into ISIS for payment processing.

If this is a FINDWORK Invoice, make copy of Invoice and make data entry in both ISIS and JAS.

Common Process FN-Compare Against RL List

Category: Common Process

Description

All use RL (Rental and Leases) Form to enter information.

Organization Department of Social Services

Appears on FN-Worker Reimbursement

Process: Mapping

- FN-Enter Invoice Into Spreadsheets
- FN-Compare Against RL List
- FN-Within 30 days?
- FN-Cancel Receivables
- FN-Repayment Complete?
- FN-Staff Management
- FN-Send Memo to OM&F
- FN-Payroll
- FN-Budget Planning
- FN-Write Off Debt?
- FN-Update System
- FN-TIPS or CAPS/JAS?
- FN-Return to Employee
- FN-Returned to Cost Center Head

- FN-Enter Payment Information into ISIS
- FN-Budget Adjustments
- FN-Redetermination

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy

- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet

- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report

- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?

- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification

- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks

- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?

- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee

- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup

- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments

- FN-Emergency Payments
- FN-Expedited Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?

- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?

- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info

- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation

- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts

- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process

- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts

- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment

- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments

- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?

- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment

- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS

- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval

- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels

- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History

- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment

- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?

- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS

- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments
- FN-Manual Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps

- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.

- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination

- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet

- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.

- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources

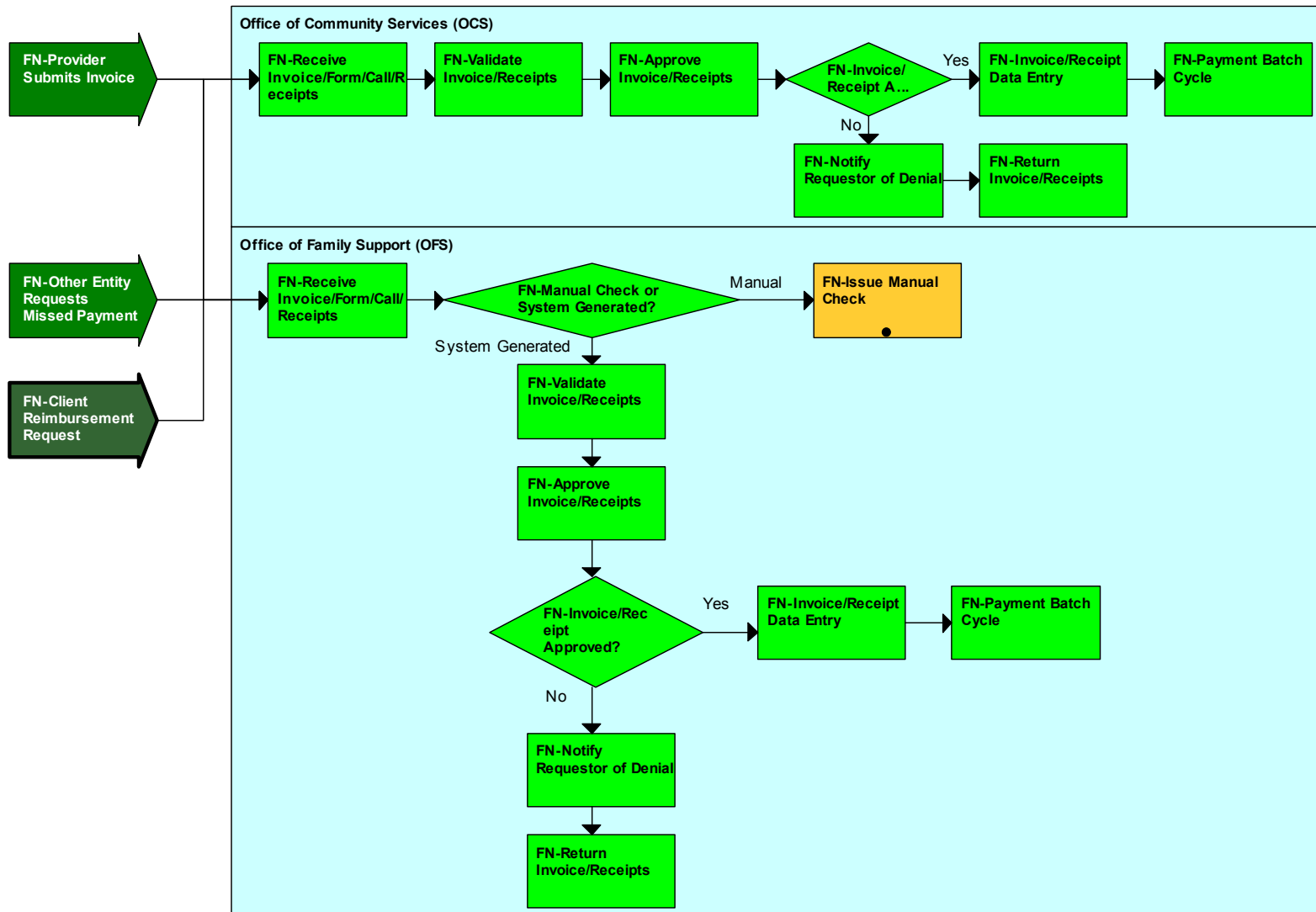
Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process
- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup
- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets

- FN-Enter Emergency Request into BRIS

FN-Manual Payments

Diagram: FN-Manual Payments



Description

Manual payments have two different descriptions. For OCS, these types of payments are still paid via TIPS, but may require the schedule to be manually manipulated in order to process. In OFS, these types of payments are the same as OCS, but may also require a physical check be typed instead of being process through one of the payment systems (JAS or CAPS).

FN-Manual Payments details the Process: FN-Manual Payments

Appears on

- FN-Create and Process Payments
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home

Internal Event FN-Provider Submits Invoice

Category: Internal Event/Result

Description

A provider's invoice may result in a manual payment if they are not known to the appropriate DSS payment system.

Common Process FN-Receive Invoice/Form/Call/Receipts

Category: Common Process

Description

OCS Provider submits form /invoice to Case Worker. OFS Provider submits invoice to Parish office.

Common Process FN-Validate Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers; performed in CAPS.

LRS - same process

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Application Mapping

- TIPS
- CAPS

Common Process FN-Approve Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

OM&F Fiscal - Advance and payments out of sequence require supervisor approval.

Appears on FN-Expedited Payments

Common Decision FN-Invoice/Receipt Approved?

Category: Common Decision

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Common Process FN-Invoice/Receipt Data Entry

Category: Common Process

Description

OCS Manual Payment CWA enters manual payment details into TIPS screen 211, which creates the "Pay-Capture" record

OCS Semi-Automatic State Office Day Care completes partial payment record in TIPS 214. Regional Office Residential complete partial payment record in TIPS 215.

OFS each site has designated entry people for CAPS.

OFS DDU (Disability Determinations): 2 systems, 1 for doctor payments, 1 for client payments.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Application Mapping

- TIPS
- CAPS
- JAS

Common Process FN-Payment Batch Cycle

Category: Common Process

Description

Expedited and LaCarte specific "Regular-Run" and "Check-Run" batch processes finds "Pay-Capture" records that have due dates on or before the date of the run (LaCarte is setup in TIPS as a single provider). OM&F Payment Management has all DSS/LaCarte checks 'pulled' and forwarded to them by the DSS Mail Room. The check is given to OM&F Cash Management for deposit into the Bank One account. Payment is then classified in ISIS.

Invoice Manual Payments: "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the batch run. OCS runs nightly for PAF/RAF, LaCarte, regular run weekly. OFS runs nightly. LRS twice a week, and can run nightly if needed.

For Refunds to State: Batch Process uses system specific details to update financial history in system and ISIS

Appears on

- FN-Emergency Payments
- FN-Emergency Payments
- FN-Expedited Payments

Common Process FN-Notify Requestor of Denial

Category: Common Process

Description

Manual & Semi-Automatic Payments: Notify provider that invoice was not approved.

Liens and Levies: Notify original Lien/levy requestor (sheriff, SES, Recovery) of denial of request.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Common Process FN-Return Invoice/Receipts

Category: Common Process

Description

Return invoice to provider or vendor if the invoice was denied.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Common Process FN-Receive Invoice/Form/Call/Receipts

Category: Common Process

Description

OCS Provider submits form /invoice to Case Worker. OFS Provider submits invoice to Parish office.

Common Decision FN-Manual Check or System Generated?

Category: Common Decision

Description

Will this check be hand-written (manual) or system generated (via modifying the batch schedule, it will be issued with the next check run).

Business Process FN-Issue Manual Check

Category: Business Process

Description

Process of issuing a manual (hand written) check.

Is further detailed on FN-Issue Manual Check

Common Process FN-Validate Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers; performed in CAPS.

LRS - same process

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Application Mapping

- TIPS
- CAPS

Common Process FN-Approve Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

OM&F Fiscal - Advance and payments out of sequence require supervisor approval.

Appears on FN-Expedited Payments

Common Decision FN-Invoice/Receipt Approved?

Category: Common Decision

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Common Process FN-Invoice/Receipt Data Entry

Category: Common Process

Description

OCS Manual Payment CWA enters manual payment details into TIPS screen 211, which creates the "Pay-Capture" record

OCS Semi-Automatic State Office Day Care completes partial payment record in TIPS 214. Regional Office Residential complete partial payment record in TIPS 215.

OFS each site has designated entry people for CAPS.

OFS DDU (Disability Determinations): 2 systems, 1 for doctor payments, 1 for client payments.

Appears on

- FN-Semi-Automatic Payments

- FN-Semi-Automatic Payments

Application Mapping

- TIPS
- CAPS
- JAS

Common Process FN-Payment Batch Cycle

Category: Common Process

Description

Expedited and LaCarte specific "Regular-Run" and "Check-Run" batch processes finds "Pay-Capture" records that have due dates on or before the date of the run (LaCarte is setup in TIPS as a single provider). OM&F Payment Management has all DSS/LaCarte checks 'pulled' and forwarded to them by the DSS Mail Room. The check is given to OM&F Cash Management for deposit into the Bank One account. Payment is then classified in ISIS.

Invoice Manual Payments: "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the batch run. OCS runs nightly for PAF/RAF, LaCarte, regular run weekly. OFS runs nightly. LRS twice a week, and can run nightly if needed.

For Refunds to State: Batch Process uses system specific details to update financial history in system and ISIS

Appears on

- FN-Emergency Payments

- FN-Emergency Payments
- FN-Expedited Payments

Common Process FN-Notify Requestor of Denial

Category: Common Process

Description

Manual & Semi-Automatic Payments: Notify provider that invoice was not approved.

Liens and Levies: Notify original Lien/levy requestor (sheriff, SES, Recovery) of denial of request.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Common Process FN-Return Invoice/Receipts

Category: Common Process

Description

Return invoice to provider or vendor if the invoice was denied.

Appears on

- FN-Semi-Automatic Payments

- FN-Semi-Automatic Payments

Internal Event FN-Other Entity Requests Missed Payment

Category: Internal Event/Result

Description

Some entity, other than those known to the DSS systems, has requested a payment from DSS.

External Event FN-Client Reimbursement Request

Category: External Event

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget

- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information

- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?

- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review

- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order

- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form

- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?

- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record

- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts

- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider

- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System

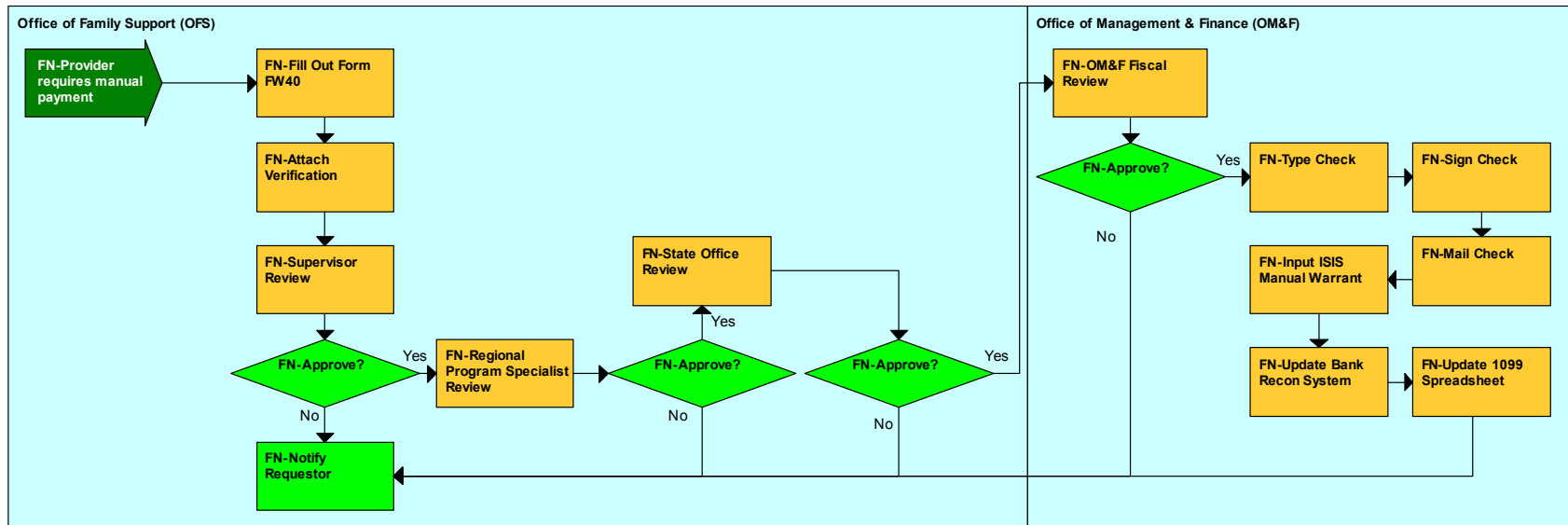
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial

- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40

- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

FN-Issue Manual Check

Diagram: FN-Issue Manual Check



Description

Process description of issuing a manual (hand written/typed) check.

FN-Issue Manual Check details the Process: FN-Issue Manual Check

Appears on

- FN-Manual Payments

Internal Event FN-Provider requires manual payment

Category: Internal Event/Result

Business Process FN-Fill Out Form FW40

Category: Business Process

Description

OFS form used to request a manual check.

Business Process FN-Attach Verification

Category: Business Process

Description

Documents verifying the manual check request must be submitted.

Business Process FN-Supervisor Review

Category: Business Process

Description

Supervisor must review and approve manual check requests.

Common Decision FN-Approve?

Category: Common Decision

Description

Is manual check approved?

Business Process FN-Regional Program Specialist Review

Category: Business Process

Description

Regional Program Specialist must review and approve manual check requests.

Common Decision FN-Approve?

Category: Common Decision

Description

Is manual check approved?

Business Process FN-State Office Review

Category: Business Process

Description

State Office must review and approve manual check requests.

Common Decision FN-Approve?

Category: Common Decision

Description

Is manual check approved?

Business Process FN-OM&F Fiscal Review

Category: Business Process

Description

Review manual check request and either approve or deny.

Common Decision FN-Approve?

Category: Common Decision

Description

Is manual check approved?

Business Process FN-Type Check

Category: Business Process

Description

After all necessary approvals are in place, OM&F manually types the check.

Business Process FN-Sign Check

Category: Business Process

Description

OM&F Interface Control Unit signs and mails check.

Business Process FN-Mail Check

Category: Business Process

Description

OM&F Interface Control Group, Signs and Mails Check

Business Process FN-Input ISIS Manual Warrant

Category: Business Process

Description

For manual checks (not system generated), an ISIS manual warrant is required.

Business Process FN-Update Bank Recon System

Category: Business Process

Description

After the manually typed check is issued, entries are added to the Bank Recon (CRDS)

Business Process FN-Update 1099 Spreadsheet

Category: Business Process

Description

Key Into Spreadsheet for 1099 Tracking

Common Process FN-Notify Requestor

Category: Common Process

Description

Notification can be a phone call.

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions

- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization

- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy

- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle

- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider

- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation

- FN-Enter sample data into RMS

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms

- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?

- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record

- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation

- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request

- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?

- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report

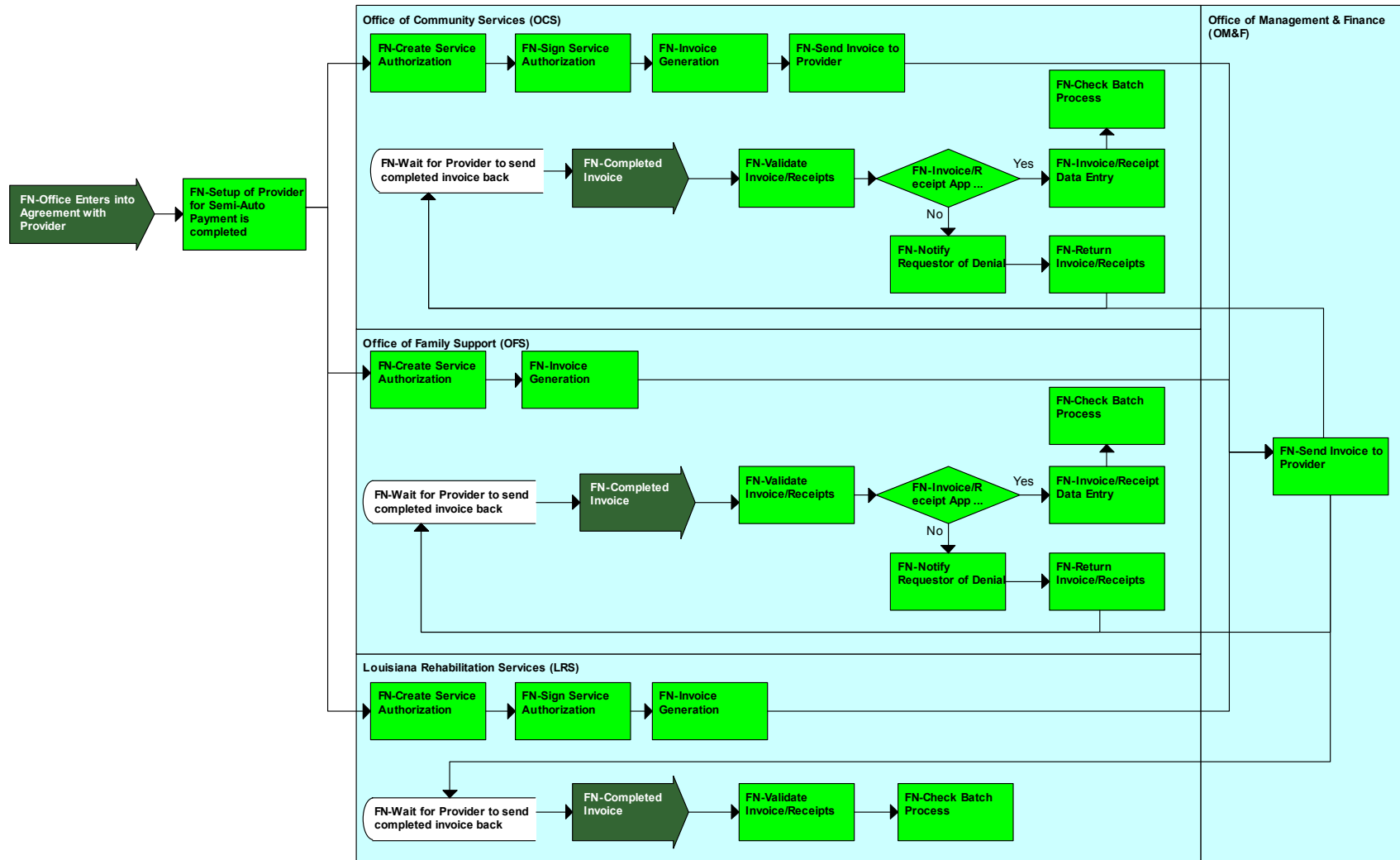
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?

- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems

- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

FN-Semi-Automatic Payments

Diagram: FN-Semi-Automatic Payments



Description

Semi-Automatic Payments are those payments made to providers that require an invoice to be generated by DSS, sent to the provider for verification, signed, and sent back. There is a CAPS interfaces to TIPS provider directory info. Edits based on service rates for provider, major/minor, part-time/fulltime. This ensures correct rate is used in paying a provider. Also ensures that the provider was authorized for period. Edits to ensure that a family day care home has no more than six children total. JAS uses CAPS for all Childcare payments. Other support payments are through JAS. BRIS is self-contained. OCS, OFS, Child specific rates: Each Provider that receives semi-automatic payments has own rate with State Office.

FN-Semi-Automatic Payments details the Process: FN-Semi-Automatic Payments

Appears on

- FN-Create and Process Payments

Internal Event FN-Office Enters into Agreement with Provider

Category: Internal Event/Result

Description

Provider will be paid through an invoice process which requires a semi-automatic payment type.

Common Process FN-Setup of Provider for Semi-Auto Payment is completed

Category: Common Process

Description

The data entry of the provider information into the appropriate system (TIPS, CAPS, JAS) for a semi-automated payment process is completed.

Common Process FN-Create Service Authorization

Category: Common Process

Description

OCS CW or Case Worker Assistant (CWA) enters Service Authorization into TIPS screen 106

OFS - Same in CAPS

LRS - Same in BRIS

Application Mapping

- TIPS
- CAPS

Common Process FN-Sign Service Authorization

Category: Common Process

Description

OCS - CW or supervisor prints the TIPS Service Authorization screen and signs it for documentation purposes

OFS - Each service authorization when entered on CAPS automatically populates the USER Id for the person who entered it. This serves as the electronic signature.

LRS - Same as OCS in BRIS

Application Mapping

- TIPS
- CAPS

Common Process FN-Invoice Generation

Category: Common Process

Description

OCS - The Invoice Generation batch runs and creates a partially filled "Pay-Capture" record and a uniquely numbered invoice for each Provider, with the invoice being sent to the Provider to complete. This is an aggregation of many service authorizations. TIPS

OFS - Same in CAPS (done by each parish/districts)

LRS - Same in BRIS

Common Process FN-Send Invoice to Provider

Category: Common Process

Description

OM&F reviews a sampling of invoices and if no problems are found a SYSM message is sent to DSS mail room authorizing them to mail the invoices to the providers for completion, validation, signature and return

Common Process FN-Send Invoice to Provider

Category: Common Process

Description

OM&F reviews a sampling of invoices and if no problems are found a SYSM message is sent to DSS mail room authorizing them to mail the invoices to the providers for completion, validation, signature and return

Process Break FN-Wait for Provider to send completed invoice back

Internal Event FN-Completed Invoice

Category: Internal Event/Result

Description

OCS - Provider completes and returns invoices to OCS Fiscal Worker, except for Residential and Therapeutic Foster Care who route invoices to regional offices for validation and correction, then to OCS Fiscal Worker where it is data entered.

OFS - this goes to the Parish office. Data entry occurs (data entry person is not auth for provider directory).

LRS - same process

Common Process FN-Validate Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers; performed in CAPS.

LRS - same process

Appears on

- FN-Manual Payments
- FN-Manual Payments

Application Mapping

- TIPS
- CAPS

Common Decision FN-Invoice/Receipt Approved?

Category: Common Decision

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Common Process FN-Invoice/Receipt Data Entry

Category: Common Process

Description

OCS Manual Payment CWA enters manual payment details into TIPS screen 211, which creates the "Pay-Capture" record

OCS Semi-Automatic State Office Day Care completes partial payment record in TIPS 214. Regional Office Residential complete partial payment record in TIPS 215.

OFS each site has designated entry people for CAPS.

OFS DDU (Disability Determinations): 2 systems, 1 for doctor payments, 1 for client payments.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Application Mapping

- TIPS
- CAPS
- JAS

Common Process FN-Check Batch Process

Category: Common Process

Description

OCS "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the run.

OFS "Pay-Capture" records are validated in terms of database integrity and policy.

LRS - Same process in BRIS

All - correct rate is paid to provider and reduces overpayments. OM&F Fiscal must approve checks before they are mailed out.

Appears on FN-Worker Reimbursement

Application Mapping

- TIPS
- CAPS
- InfoPAC Batch (Generate reports for Fiscal.)

Common Process FN-Notify Requestor of Denial

Category: Common Process

Description

Manual & Semi-Automatic Payments: Notify provider that invoice was not approved.

Liens and Levies: Notify original Lien/levy requestor (sheriff, SES, Recovery) of denial of request.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Common Process FN-Return Invoice/Receipts

Category: Common Process

Description

Return invoice to provider or vendor if the invoice was denied.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Process Break FN-Wait for Provider to send completed invoice back

Internal Event FN-Completed Invoice

Category: Internal Event/Result

Description

OCS - Provider completes and returns invoices to OCS Fiscal Worker, except for Residential and Therapeutic Foster Care who route invoices to regional offices for validation and correction, then to OCS Fiscal Worker where it is data entered.

OFS - this goes to the Parish office. Data entry occurs (data entry person is not auth for provider directory).

LRS - same process

Common Process FN-Validate Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers; performed in CAPS.

LRS - same process

Appears on

- FN-Manual Payments

- FN-Manual Payments

Application Mapping

- TIPS
- CAPS

Common Decision FN-Invoice/Receipt Approved?

Category: Common Decision

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Common Process FN-Invoice/Receipt Data Entry

Category: Common Process

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OFS each site has designated entry people for CAPS.

OFS DDU (Disability Determinations): 2 systems, 1 for doctor payments, 1 for client payments.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Application Mapping

- TIPS
- CAPS
- JAS

Common Process FN-Check Batch Process

Category: Common Process

Description

OCS "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the run.

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All - correct rate is paid to provider and reduces overpayments. OM&F Fiscal must approve checks before they are mailed out.

Appears on FN-Worker Reimbursement

Application Mapping

- TIPS
- CAPS
- InfoPAC Batch (Generate reports for Fiscal.)

Common Process FN-Notify Requestor of Denial

Category: Common Process

Description

Manual & Semi-Automatic Payments: Notify provider that invoice was not approved.

Liens and Levies: Notify original Lien/levy requestor (sheriff, SES, Recovery) of denial of request.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Common Process FN-Return Invoice/Receipts

Category: Common Process

Description

Return invoice to provider or vendor if the invoice was denied.

Appears on

- FN-Manual Payments
- FN-Manual Payments

Process Break FN-Wait for Provider to send completed invoice back

Internal Event FN-Completed Invoice

Category: Internal Event/Result

Description

OCS - Provider completes and returns invoices to OCS Fiscal Worker, except for Residential and Therapeutic Foster Care who route invoices to regional offices for validation and correction, then to OCS Fiscal Worker where it is data entered.

OFS - this goes to the Parish office. Data entry occurs (data entry person is not auth for provider directory).

LRS - same process

Common Process FN-Validate Invoice/Receipts

Category: Common Process

Description

OCS - State Office (day care) validates and approves the form/invoice. Residential Homes goes to regional offices.

OFS each site has approvers; performed in CAPS.

LRS - same process

Appears on

- FN-Manual Payments
- FN-Manual Payments

Application Mapping

- TIPS
- CAPS

Common Process FN-Check Batch Process

Category: Common Process

Description

OCS "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the run.

OFS "Pay-Capture" records are validated in terms of database integrity and policy.

LRS - Same process in BRIS

All - correct rate is paid to provider and reduces overpayments. OM&F Fiscal must approve checks before they are mailed out.

Appears on FN-Worker Reimbursement

Application Mapping

- TIPS
- CAPS
- InfoPAC Batch (Generate reports for Fiscal.)

Common Process FN-Create Service Authorization

Category: Common Process

Description

OCS CW or Case Worker Assistant (CWA) enters Service Authorization into TIPS screen 106

OFS - Same in CAPS

LRS - Same in BRIS

Application Mapping

- TIPS
- CAPS

Common Process FN-Invoice Generation

Category: Common Process

Description

OCS - The Invoice Generation batch runs and creates a partially filled "Pay-Capture" record and a uniquely numbered invoice for each Provider, with the invoice being sent to the Provider to complete. This is an aggregation of many service authorizations. TIPS

OFS - Same in CAPS (done by each parish/districts)

LRS - Same in BRIS

Common Process FN-Create Service Authorization

Category: Common Process

Description

OCS CW or Case Worker Assistant (CWA) enters Service Authorization into TIPS screen 106

OFS - Same in CAPS

LRS - Same in BRIS

Application Mapping

- TIPS
- CAPS

Common Process FN-Sign Service Authorization

Category: Common Process

Description

OCS - CW or supervisor prints the TIPS Service Authorization screen and signs it for documentation purposes

OFS - Each service authorization when entered on CAPS automatically populates the USER Id for the person who entered it. This serves as the electronic signature.

LRS - Same as OCS in BRIS

Application Mapping

- TIPS
- CAPS

Common Process FN-Invoice Generation

Category: Common Process

Description

OCS - The Invoice Generation batch runs and creates a partially filled "Pay-Capture" record and a uniquely numbered invoice for each Provider, with the invoice being sent to the Provider to complete. This is an aggregation of many service authorizations. TIPS

OFS - Same in CAPS (done by each parish/districts)

LRS - Same in BRIS

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Worker Reimbursement

- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling

- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form

- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List

- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child

- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.

- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider

- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet

- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank

- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Issue Manual Check
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List

- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake

- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.

- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider

- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors

- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-ISIS Payments
- FN-Maintain Services and Rates
- FN-Budget

- FN-Assign Funding Sources

Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process
- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup
- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature

- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments

- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor

- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS

- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request

- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213

- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check

- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures

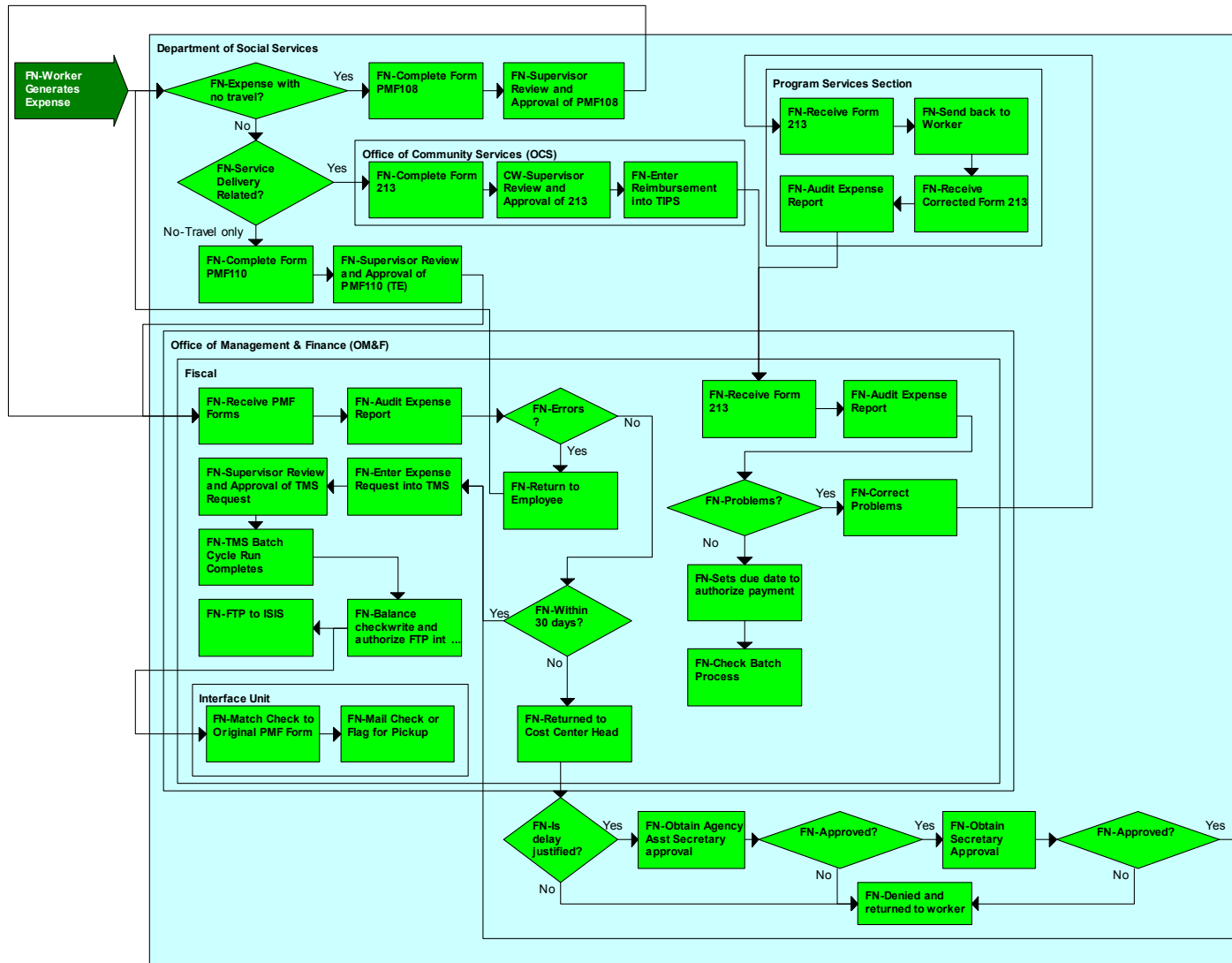
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Recieve Copies of Check

- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy

- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

FN-Worker Reimbursement

Diagram: FN-Worker Reimbursement



Description

DSS staff expend personal financial resources to travel, attend conferences, and for OCS procure items on behalf of clients. This is the reimbursement process by which they are paid.

FN-Worker Reimbursement details the Process: FN-Worker Reimbursement

Appears on

- FN-Create and Process Payments

Internal Event FN-Worker Generates Expense

Category: Internal Event/Result

Description

Worker generates expenses (mileage, meals, etc.) while serving a Client

Common Decision FN-Expense with no travel?

Category: Common Decision

Description

Was an expense incurred in which employee did not leave his/her domicile?

Common Process FN-Complete Form PMF108

Category: Common Process

Description

Employee sends form PMF108 with receipts to OM&F after supervisor approval. Mail to OM&F Travel Unit.

Common Process FN-Supervisor Review and Approval of PMF108

Category: Common Process

Description

Supervisor must approve the PMF108 for worker reimbursement.

Common Process FN-Receive PMF Forms

Category: Common Process

Description

PMF forms are used by each Office to submit travel authorization requests, and expense reimbursements.

Common Process FN-Audit Expense Report

Category: Common Process

Description

OM&F audits expense reports. Travel audits PMF110, Petty Cash audits PMF108.

First audit check of PMF110 form is for appropriate Travel Authorization (PMF111).

Application Mapping

- TIPS

Common Decision FN-Errors?

Category: Common Decision

Description

Reconciliation/audit shows entry errors?

Appears on FN-Federal Benefits

Common Process FN-Return to Employee

Category: Common Process

Description

Create cover memo identifies specific errors. Cover memo and expense report are sent back to employee for correction.

Common Decision FN-Within 30 days?

Category: Common Decision

Description

Was the expense reimbursement request received on time (within 30 calendar days of being incurred)?

Common Process FN-Enter Expense Request into TMS

Category: Common Process

Description

OM&F enters expense information into Travel Expense (TMS) Voucher System for reimbursement

Common Process FN-Supervisor Review and Approval of TMS Request

Category: Common Process

Description

Supervisor must approve TMS request for worker reimbursement.

Common Process FN-TMS Batch Cycle Run Completes

Category: Common Process

Description

OM&F Payment Management Secretary is responsible for processing the TMS checkwrites on a daily basis. The TMS batch cycle run completes, resulting in checks being printed and mailed (or held as requested).

Common Process FN-Balance checkwrite and authorize FTP interface

Category: Common Process

Description

Interface control supervisor balances checkwrite and notifies OM&F Payment Management secretary to process FTP interface.

Common Process FN-FTP to ISIS

Category: Common Process

Description

File Transfer Protocol (FTP) transfer of expenditure data to ISIS for reconciliation.

Common Process FN-Match Check to Original PMF Form

Category: Common Process

Description

OM&F Interface Control Unit matches checks to PMF forms and either mails checks or makes phone calls to employees when the

PMF form is flagged indicating that the employee will pick up the check.

Common Process FN-Mail Check or Flag for Pickup

Category: Common Process

Description

For employee reimbursement, checks can be designated as 'hold' for pickup by the employee at the mail room.

Common Process FN-Returned to Cost Center Head

Category: Common Process

Description

Manager makes determination of justification for delay

Common Decision FN-Is delay justified?

Category: Common Decision

Description

Does worker, supervisor, or other have a valid reason for the request being more than 30 days old?

Common Process FN-Obtain Agency Asst Secretary approval

Category: Common Process

Description

Obtain approval of expense reimbursement request if more than 30 days has expired since the expense was incurred.

Common Decision FN-Approved?

Category: Common Decision

Description

Is worker reimbursement request approved?

Common Process FN-Obtain Secretary Approval

Category: Common Process

Description

Obtain approval of expense reimbursement request if more than 30 days has expired since the expense was incurred.

Common Decision FN-Approved?

Category: Common Decision

Description

Is worker reimbursement request approved?

Common Process FN-Denied and returned to worker

Category: Common Process

Description

If a non-justified delay (more than 30 days), per the assistant secretary or secretary.

Common Decision FN-Service Delivery Related?

Category: Common Decision

Description

Is the expense reimbursement request related to an OCS Worker providing services or items purchased to a client?

Common Process FN-Complete Form 213

Category: Common Process

Description

Case Worker enters expense information into form 213 for reimbursement. Travel Authorization has to exist in TIPS.

Common Process CW-Supervisor Review and Approval of 213

Category: Common Process

Description

CWA attaches receipts to the Request Form and submits it to OCS Supervisor for approval. OCS Supervisor approves and signs the reimbursement request

Common Process FN-Enter Reimbursement into TIPS

Category: Common Process

Description

Case Worker Assistant enters reimbursement information into TIPS System, and the reimbursement request is forwarded to Office of Management and Finance (OMF) Fiscal Unit. (Originals go to OM&F)

Common Process FN-Receive Form 213

Category: Common Process

Description

Form 213 is used by OCS when requesting reimbursement for client service delivery related expenditures.

Common Process FN-Audit Expense Report

Category: Common Process

Description

OM&F audits expense reports. Travel audits PMF110, Petty Cash audits PMF108.

First audit check of PMF110 form is for appropriate Travel Authorization (PMF111).

Application Mapping

- TIPS

Common Decision FN-Problems?

Category: Common Decision

Description

Determination of whether a problem exists with a worker's reimbursement request, after an audit.

Common Process FN-Correct Problems

Category: Common Process

Description

If policy or late, goes to program unit and then back to OCS Worker for corrections. Has to be approved by unit before going back to OM&F.

Common Process FN-Receive Form 213

Category: Common Process

Description

Form 213 is used by OCS when requesting reimbursement for client service delivery related expenditures.

Common Process FN-Send back to Worker

Category: Common Process

Description

Request corrections or clarification of Policy.

Common Process FN-Receive Corrected Form 213

Category: Common Process

Description

Form 213 is used by OCS when requesting reimbursement for client service delivery related expenditures.

Common Process FN-Audit Expense Report

Category: Common Process

Description

OM&F audits expense reports. Travel audits PMF110, Petty Cash audits PMF108.

First audit check of PMF110 form is for appropriate Travel Authorization (PMF111).

Application Mapping

- TIPS

Common Process FN-Sets due date to authorize payment

Category: Common Process

Description

Upon validation, OMF sets due date to authorize payment, TIPS

Application Mapping

- TIPS

Common Process FN-Check Batch Process

Category: Common Process

Description

OCS "Regular-Run" batch process finds "Pay-Capture" records that have due dates on or before the date of the run.

OFS "Pay-Capture" records are validated in terms of database integrity and policy.

LRS - Same process in BRIS

All - correct rate is paid to provider and reduces overpayments. OM&F Fiscal must approve checks before they are mailed out.

Appears on

- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments
- FN-Semi-Automatic Payments

Application Mapping

- TIPS
- CAPS
- InfoPAC Batch (Generate reports for Fiscal.)

Common Process FN-Complete Form PMF110

Category: Common Process

Description

Employee/Council Member sends form PMF110 with receipts to OM&F after supervisor approval. Mail to OM&F Travel Unit.

Common Process FN-Supervisor Review and Approval of PMF110 (TE)

Category: Common Process

Description

Supervisor must approve PMF110 for worker reimbursement.

Organization Department of Social Services

Appears on FN-ISIS Payments

Process: Mapping

- FN-Enter Invoice Into Spreadsheets
- FN-Compare Against RL List
- FN-Within 30 days?
- FN-Cancel Receivables
- FN-Repayment Complete?
- FN-Staff Management
- FN-Send Memo to OM&F
- FN-Payroll
- FN-Budget Planning
- FN-Write Off Debt?

- FN-Update System
- FN-TIPS or CAPS/JAS?
- FN-Return to Employee
- FN-Returned to Cost Center Head
- FN-Enter Payment Information into ISIS
- FN-Budget Adjustments
- FN-Redetermination

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office

- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office

- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit

- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check

- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Recieve Notification

- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface

- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning

- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem

- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

Organization Fiscal

Appears on FN-Emergency Payments

Process: Mapping

- FN-Return to Employee
- FN-Data Entry For CAPS and JAS
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Audit Expense Report
- FN-Amount Change?
- FN-Research and Approve Request for Emergency Payment
- FN-Manipulate Batch Schedule
- FN-Deny Request
- FN-Underpayment
- FN-Within 30 days?
- FN-Make adjustment to issuing subsystem
- FN-Correct Problems

- FN-Send Notice to Parish
- FN-Recieve Copies of Check
- FN-No Change to ISIS required.
- FN-Check Status with Bank/CRDS/ISIS
- FN-Research Provider Claims
- FN-Setup Receivable
- FN-Record Adjustment
- FN-Returned to Cost Center Head
- FN-Payment Received?
- FN-Data entry Error?
- FN-Match Check to Original PMF Form
- FN-Mail Check or Flag for Pickup
- FN-Payment Batch Cycle
- FN-Cancel Receivable
- FN-Check Run Batch Updates History
- FN-Request Copies from Bank
- FN-Send information to Bank
- FN-Problems?
- FN-OMF sends info to Postal Inspector
- FN-Lost or Damaged?
- FN-Create Payment History Record
- FN-OFS Prepare Manual Check

- FN-Check Batch Process
- FN-Complete Form
- FN-OM&F sends forms to Bank
- FN-Notify Parish Office
- FN-Replace Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Send Form to STO
- FN-Update ISIS
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Enter Emergency Request into TIPS
- FN-Send Copies to Parish/State Office
- FN-Check Reprinted
- FN-Bank Recon Updated
- FN-Shred Check
- FN-Forms Signed?
- FN-Valid?
- FN-Perform Stop Payment
- FN-Refunds to State
- FN-Paid and Stolen?
- FN-Status of Check?
- FN-Cancel Check (System Cancels using State Funds)
- FN-Sets due date to authorize payment

- FN-Validation
- FN-Receive Form 213
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Issue New Corrected Check

Organization Interface Unit

Process: Mapping

- FN-Match Check to Original PMF Form
- FN-Mail Check or Flag for Pickup

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates

- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate

- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms

- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup

- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report

- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy

- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108

- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS

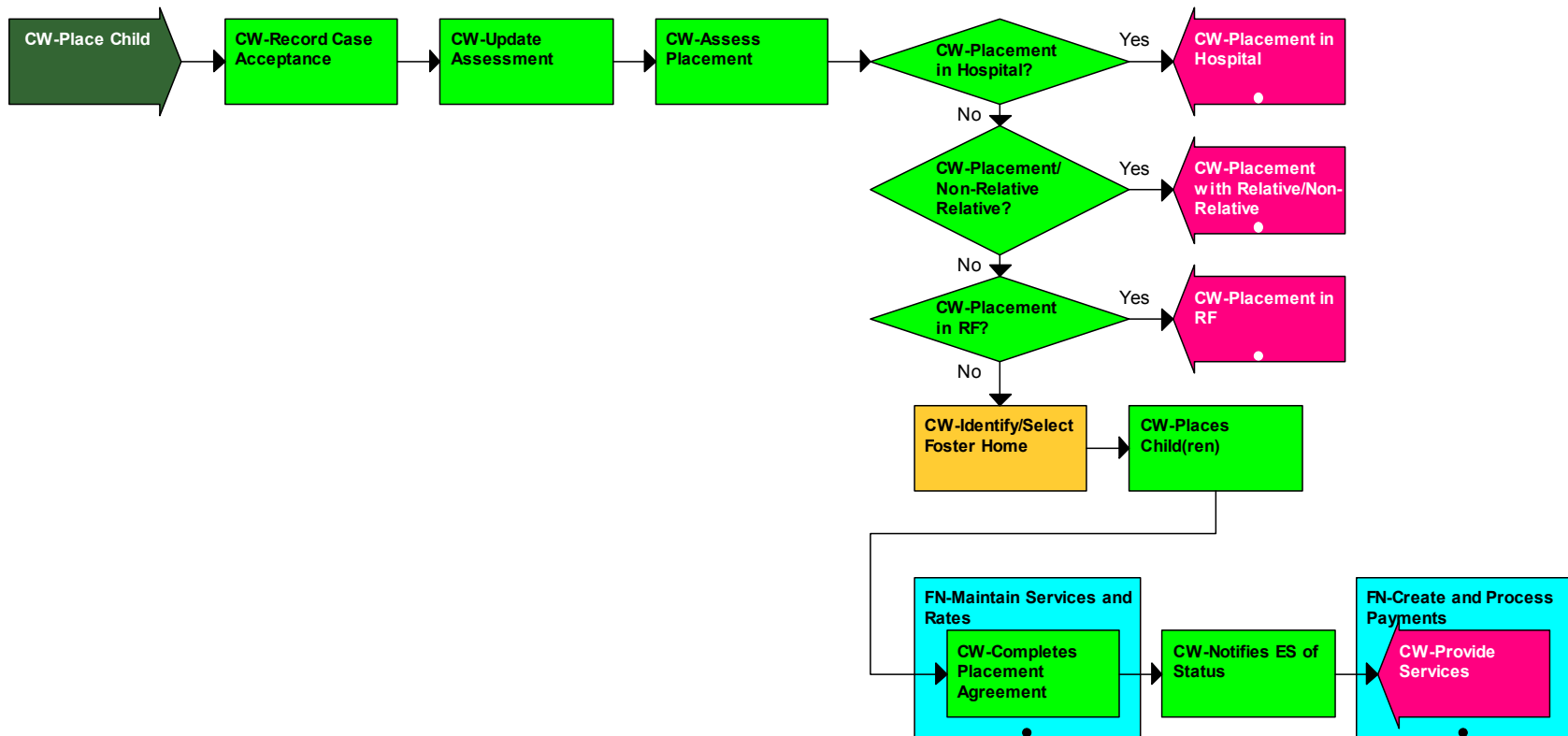
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation

- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Program Services Section

CW-05 Child Placement

Diagram: CW-05 Child Placement



Description

The diagram, CW-05 Child Placement, details the foster home placement process. In addition to this process flow, three additional sub processes that depict the various types of placements available for children who cannot remain in their home and the steps involved in achieving the identified type of placement, they include:

CW-05a: Placement in a Hospital

CW-05b: Placement with Relative/Non-Relative
CW-05c: Placement in Residential Facility

CW-05 Child Placement details the Process: CW-05 Child Placement

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Place Child

Category: Internal Event/Result

Description

Follow procedures for placing a child in Foster Care.

Appears on

- CW-05b Placement with Relative/Non-Relative
- CW-18 Establish Residential Facility

Common Process CW-Record Case Acceptance

Category: Common Process

Description

Record decision on case acceptance staffing and revise/update Assessment Plan

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Update Assessment

Category: Common Process

Description

Record decision on case acceptance staffing and revise/update Assessment Plan

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Assess Placement

Category: Common Process

Description

Assess placement needs of child

Application Mapping

- Manual Process

Common Decision CW-Placement in Hospital?

Category: Common Decision

Description

Does child need placement in a psychiatric hospital?

Application Mapping

- Manual Process

Internal Result CW-Placement in Hospital

Category: Internal Event/Result

Description

Child requires placement in a psychiatric hospital.

Is further detailed on CW-05a Placement in Hospital

Appears on CW-05a Placement in Hospital

Common Decision CW-Placement/Non-Relative Relative?

Category: Common Decision

Description

Can child be safely placed with a relative/non-relative, if is available?

Application Mapping

- Manual Process

Internal Result CW-Placement with Relative/Non-Relative

Category: Internal Event/Result

Description

Explore whether child can be safely placed with a relative or non-relative (friend.)

Is further detailed on CW-05b Placement with Relative/Non-Relative

Appears on CW-05b Placement with Relative/Non-Relative

Common Decision CW-Placement in RF?

Category: Common Decision

Description

Does child need to be placed in a residential facility?

Application Mapping

- Manual Process

Internal Result CW-Placement in RF

Category: Internal Event/Result

Description

Child needs placement in a residential facility

Is further detailed on CW-05c Placement in Residential Facility

Appears on CW-05c Placement in Residential Facility

Business Process CW-Identify/Select Foster Home

Category: Business Process

Description

Identify and select Foster Home Resource appropriate to meet the child's needs

Application Mapping

- Manual Process

Common Process CW-Places Child(ren)

Category: Common Process

Description

Place children and complete a Child Placement Agreement.

Appears on

- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility

Application Mapping

- Manual Process

Common Process CW-Completes Placement Agreement

Category: Common Process

Description

Relatives complete and sign placement agreement, which worker files in hard case record.

Appears on CW-05b Placement with Relative/Non-Relative

Application Mapping

- Manual Process

Common Process CW-Notifies ES of Status

Category: Common Process

Description

Adoption Worker notifies ES of new status

Appears on

- CW-05b Placement with Relative/Non-Relative
- CW-06 Foster Care Service Delivery
- CW-11 Record Subsidy Pre-Finalization

Application Mapping

- Manual Process (Manually through the Fast III.)

Internal Result CW-Provide Services

Category: Internal Event/Result

Description

Child returned. Ongoing services provided if needed, or case closed

Appears on

- CW-03 Legal Process
- CW-03 Legal Process
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would required a setup in JAS, CAPS, LAMI, and ISIS.

Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05c Placement in Residential Facility
- CW-18 Establish Residential Facility
- CW-18 Establish Residential Facility
- CW-18a Establish Agreement with RF/PA
- CW-21 Set Rates for RF

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

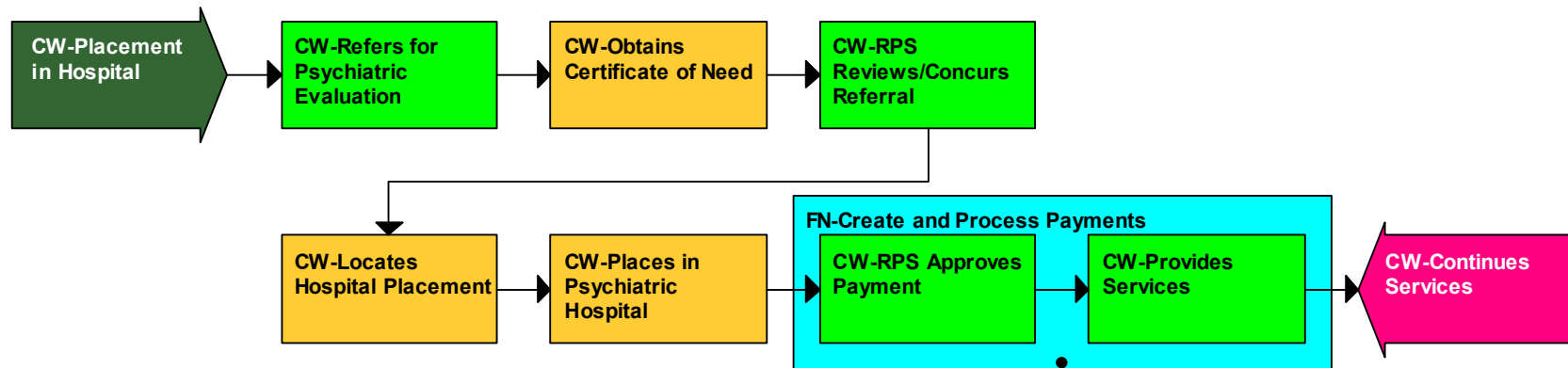
Is further detailed on FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

CW-05a Placement in Hospital

Diagram: CW-05a Placement in Hospital



Description

The diagram, CW-05a Placement in Hospital, details the hospital placement process.

CW-05a Placement in Hospital details the Internal Event/Result CW-Placement in Hospital

Appears on

- CW-05 Child Placement

Internal Event CW-Placement in Hospital

Category: Internal Event/Result

Description

Child requires placement in a psychiatric hospital.

Is further detailed on CW-05a Placement in Hospital

Appears on CW-05 Child Placement

Common Process CW-Refers for Psychiatric Evaluation

Category: Common Process

Description

Refer for Psychiatric Evaluation

Application Mapping

- Manual Process

Business Process CW-Obtains Certificate of Need

Category: Business Process

Description

Obtain a "Certificate of Need" recommending psychiatric hospitalization of child

Application Mapping

- Manual Process

Common Process CW-RPS Reviews/Concurs Referral

Category: Common Process

Description

Regional Placement Specialist (RPS) reviews and concurs with referral for care in psychiatric hospital

Application Mapping

- TIPS
- ISIS Financials
- Semi Automated Process

Business Process CW-Locates Hospital Placement

Category: Business Process

Description

RPS assists Worker in locating a hospital placement for the child willing to accept Medicaid

Application Mapping

- Manual Process

Business Process CW-Places in Psychiatric Hospital

Category: Business Process

Description

Child placed in a psychiatric hospital.

Application Mapping

- Manual Process

Common Process CW-RPS Approves Payment

Category: Common Process

Description

RPS approves payment for psychiatric services billed by hospital or doctor

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Provides Services

Category: Common Process

Description

FS Workers provides services to the family and monitors progress of the family towards goals set in the Service Plan including safety of children. For FC Continue to provide services until permanency goal is achieved for each child.

Appears on

- CW-04 Provide Family Services
- CW-06 Foster Care Service Delivery

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Continues Services

Category: Internal Event/Result

Description

Provides ongoing services to child and family.

Appears on

- CW-04 Provide Family Services
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

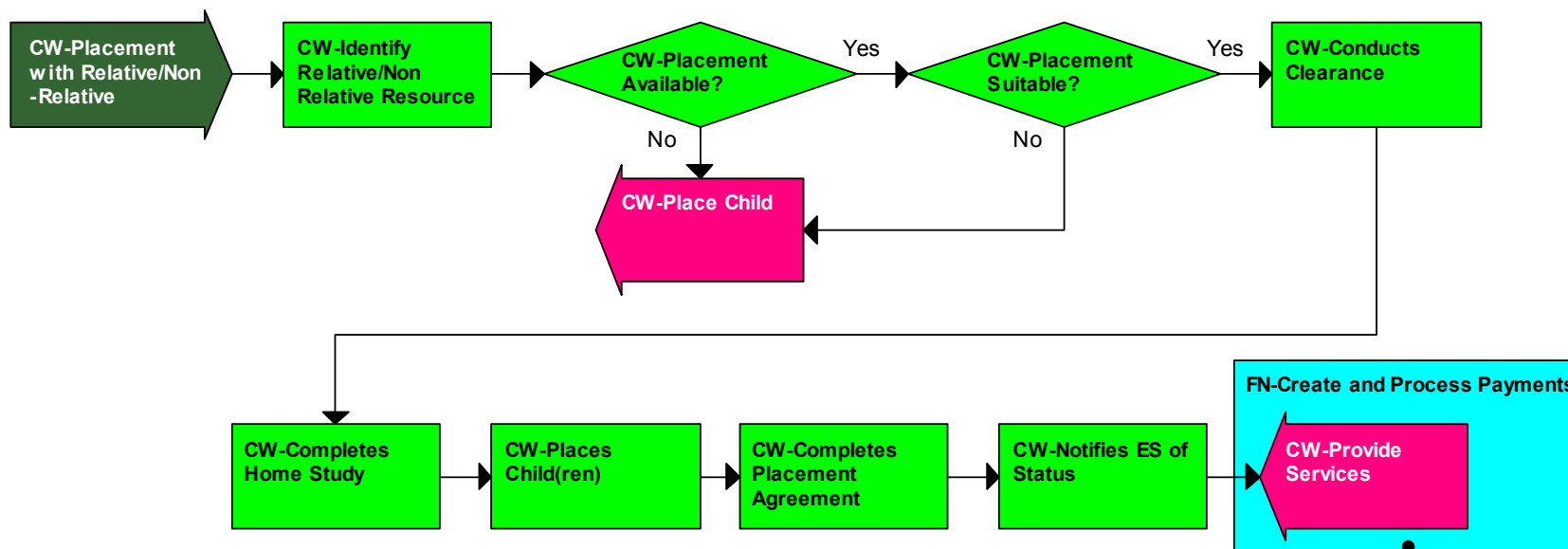
Appears on

- CW-04 Provide Family Services

- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

CW-05b Placement with Relative/Non-Relative

Diagram: CW-05b Placement with Relative/Non-Relative



Description

The diagram, CW-05b Placement with Relative/Non-Relative, details the placement of a child with a relative or non-relative.

CW-05b Placement with Relative/Non-Relative details the Internal Event/Result CW-Placement with Relative/Non-Relative

Appears on

- CW-05 Child Placement

Internal Event CW-Placement with Relative/Non-Relative

Category: Internal Event/Result

Description

Explore whether child can be safely placed with a relative or non-relative (friend.)

Is further detailed on CW-05b Placement with Relative/Non-Relative

Appears on CW-05 Child Placement

Common Process CW-Identify Relative/Non Relative Resource

Category: Common Process

Description

Identify possible relatives or friends as potential placement resources

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Placement Available?

Category: Common Decision

Description

Assess if placement with a relative/non-relative is feasible

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Placement Suitable?

Category: Common Decision

Description

Assess if there is a suitable relative/non-relative with whom the child can be placed.

Application Mapping

- Manual Process

Common Process CW-Conducts Clearance

Category: Common Process

Description

Conduct clearance on all adult members of the house and/or any person named in a referral.

Appears on CW-01b Record Report

Application Mapping

- TIPS (Conduct Clearance)
- Client (Conducts Clearance)
- Semi Automated Process

Common Process CW-Completes Home Study

Category: Common Process

Description

Complete a preliminary Home Study or, Initiate Home Study including medical information and references. If the home is a home of someone that the child knows then the home must meet certification (provisional) requirements which should include clearances, training, references, cursory home study.

Appears on

- CW-08 Conduct Adoptive Search
- CW-16 Initial Certification Foster Home

Application Mapping

- Manual Process

Common Process CW-Places Child(ren)

Category: Common Process

Description

Place children and complete a Child Placement Agreement.

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility

Application Mapping

- Manual Process

Common Process CW-Completes Placement Agreement

Category: Common Process

Description

Relatives complete and sign placement agreement, which worker files in hard case record.

Appears on CW-05 Child Placement

Application Mapping

- Manual Process

Common Process CW-Notifies ES of Status

Category: Common Process

Description

Adoption Worker notifies ES of new status

Appears on

- CW-05 Child Placement
- CW-06 Foster Care Service Delivery
- CW-11 Record Subsidy Pre-Finalization

Application Mapping

- Manual Process (Manually through the Fast III.)

Internal Result CW-Provide Services

Category: Internal Event/Result

Description

Child returned. Ongoing services provided if needed, or case closed

Appears on

- CW-03 Legal Process
- CW-03 Legal Process
- CW-05 Child Placement
- CW-05c Placement in Residential Facility

Internal Result CW-Place Child

Category: Internal Event/Result

Description

Follow procedures for placing a child in Foster Care.

Appears on

- CW-05 Child Placement
- CW-18 Establish Residential Facility

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

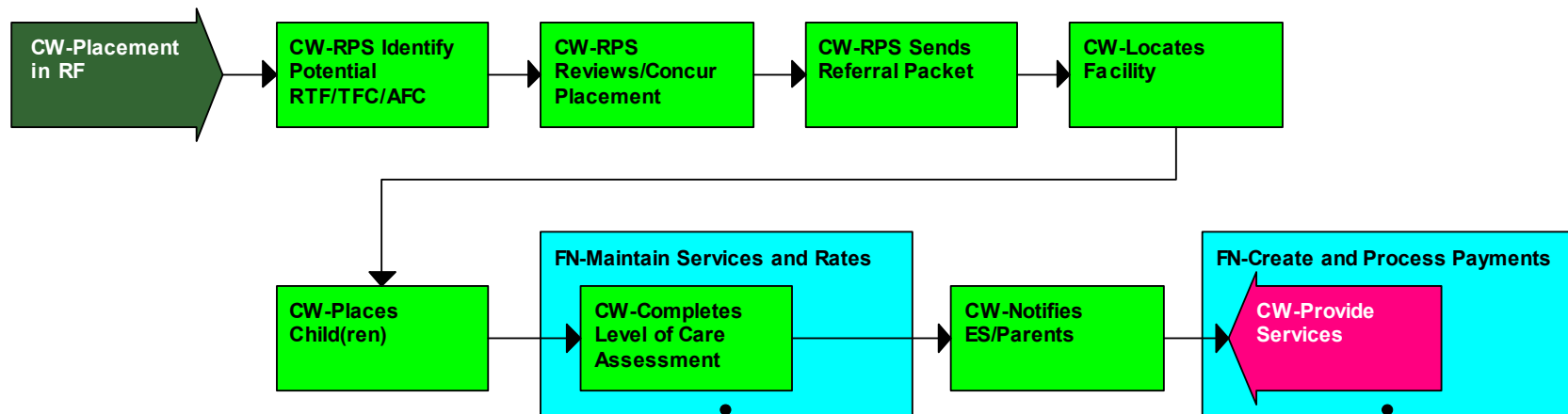
Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery

- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

CW-05c Placement in Residential Facility

Diagram: CW-05c Placement in Residential Facility



Description

The diagram, CW-05c Placement in Residential Facility, details the placement of a child in a residential facility.

CW-05c Placement in Residential Facility details the Internal Event/Result CW-Placement in RF

Appears on

- CW-05 Child Placement

Internal Event CW-Placement in RF

Category: Internal Event/Result

Description

Child needs placement in a residential facility

Is further detailed on CW-05c Placement in Residential Facility

Appears on CW-05 Child Placement

Common Process CW-RPS Identify Potential RTF/TFC/AFC

Category: Common Process

Description

Forwards a referral packet to RPS to locate a RTF/TFC/AFC for the child

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-RPS Reviews/Concur Placement

Category: Common Process

Description

RPS reviews packet and concurs with the need for residential facility placement for child

Application Mapping

- Manual Process

Common Process CW-RPS Sends Referral Packet

Category: Common Process

Description

RPS forwards child's referral packet to residential facilities

Application Mapping

- Manual Process

Common Process CW-Locates Facility

Category: Common Process

Description

Contact a residential facility willing to accept child

Application Mapping

- Manual Process

Common Process CW-Places Child(ren)

Category: Common Process

Description

Place children and complete a Child Placement Agreement.

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative

Application Mapping

- Manual Process

Common Process CW-Completes Level of Care Assessment

Category: Common Process

Description

Complete Level of Care Assessment

Application Mapping

- Manual Process

Common Process CW-Notifies ES/Parents

Category: Common Process

Description

Notifies parents and Eligibility Specialist of placement

Application Mapping

- Manual Process

Internal Result CW-Provide Services

Category: Internal Event/Result

Description

Child returned. Ongoing services provided if needed, or case closed

Appears on

- CW-03 Legal Process
- CW-03 Legal Process
- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would required a setup in JAS, CAPS, LAMI, and ISIS.

Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-18 Establish Residential Facility
- CW-18 Establish Residential Facility
- CW-18a Establish Agreement with RF/PA
- CW-21 Set Rates for RF

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

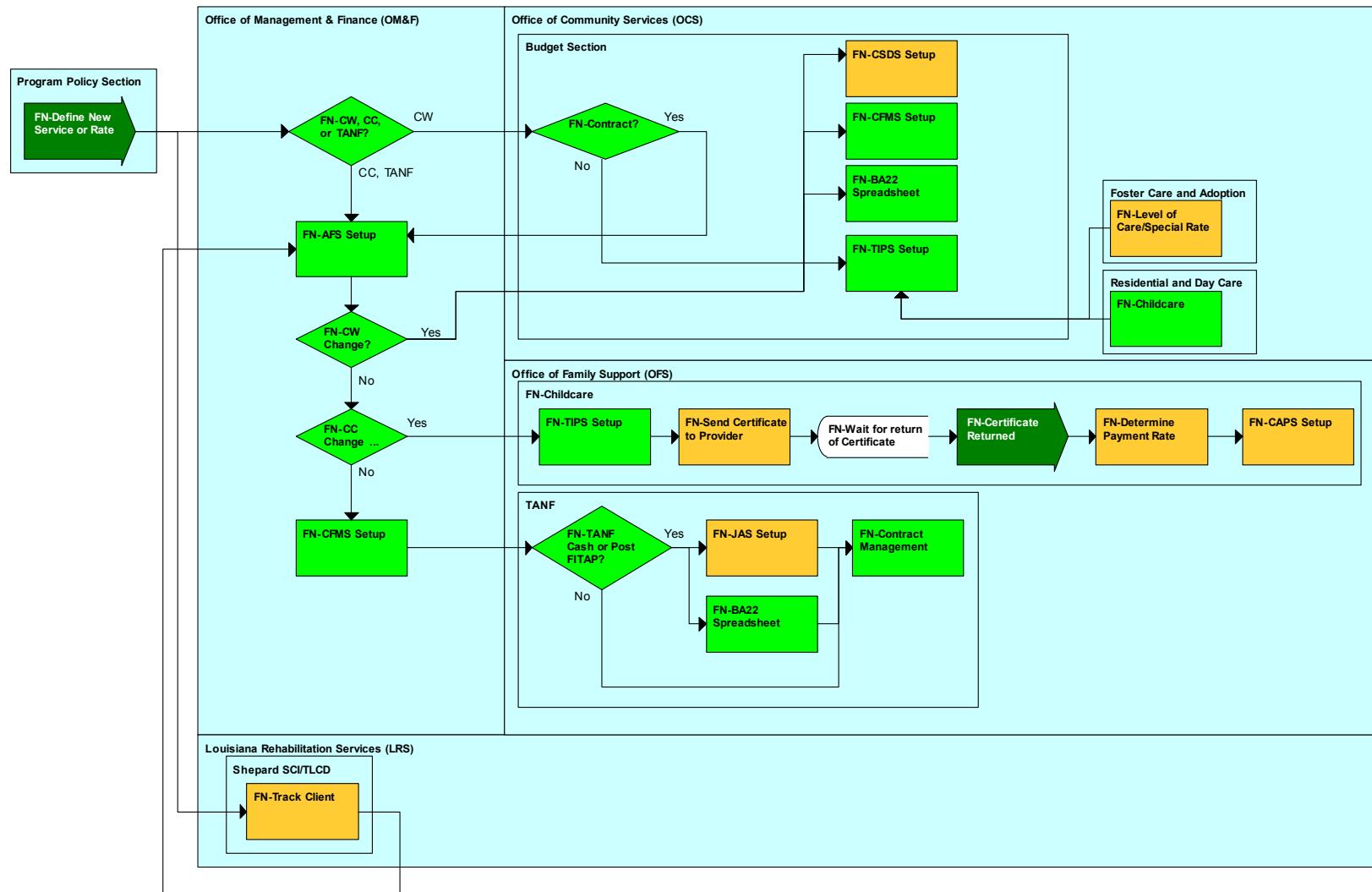
Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services

- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

FN-Maintain Services and Rates

Diagram: FN-Maintain Services and Rates



Description

The Maintain Services and Rates process grouping describes the high-level processes involved in managing new social services program and provider/child rate information.

FN-Maintain Services and Rates details the Process: FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility
- CW-18 Establish Residential Facility
- CW-18 Establish Residential Facility
- CW-18a Establish Agreement with RF/PA
- CW-21 Set Rates for RF

Internal Event FN-Define New Service or Rate

Category: Internal Event/Result

Description

A new service is defined by program policy, or a new rate is set for a service being provided. May also be caused by a Contract Invoice with no preset limit.

Common Decision FN-CW, CC, or TANF?

Category: Common Decision

Common Decision FN-Contract?

Category: Common Decision

Description

Is the change a new contract type of service or rate?

Common Process FN-TIPS Setup

Category: Common Process

Description

Enter Major/Minor code into TIPS.

Common Process FN-AFS Setup

Category: Common Process

Common Decision FN-CW Change?

Category: Common Decision

Business Process FN-CSDS Setup

Category: Business Process

Description

Set up process for the OCS contracts system - CSDS.

Appears on FN-Assign Funding Sources

Common Process FN-CFMS Setup

Category: Common Process

Description

Enter COA/Org and Rate into CFMS (OCS) and ISIS (except Provider Agreements)

Common Process FN-BA22 Spreadsheet

Category: Common Process

Description

Excel Spreadsheet (BA22) to track how much budget is remaining

Common Decision FN-CC Change? Change?

Category: Common Decision

Common Process FN-TIPS Setup

Category: Common Process

Description

Enter Major/Minor code into TIPS.

Business Process FN-Send Certificate to Provider

Category: Business Process

Description

Get certificate back from provider for individual child select lesser rate between provider and state table and TIPS 303

Process Break FN-Wait for return of Certificate

Internal Event FN-Certificate Returned

Category: Internal Event/Result

Description

Provider returns certificate to OFS.

Business Process FN-Determine Payment Rate

Category: Business Process

Description

Obtain certificate, DSS and TIPS rates to determine the lowest rate.

Business Process FN-CAPS Setup

Category: Business Process

Description

As a result of assignment of funding sources, the CAPS system is modified to reflect the cost allocation of funding sources to programs and services.

Appears on FN-Assign Funding Sources

Common Process FN-CFMS Setup

Category: Common Process

Description

Enter COA/Org and Rate into CFMS (OCS) and ISIS (except Provider Agreements)

Common Decision FN-TANF Cash or Post FITAP?

Category: Common Decision

Business Process FN-JAS Setup

Category: Business Process

Description

Report Category Setup. As a result of assignment of funding sources, the JAS system is modified to reflect the cost allocation of funding sources to programs and services.

Appears on FN-Assign Funding Sources

Common Process FN-Contract Management

Category: Common Process

Description

After TANF CFMS setup is complete, continue with normal contract management activities.

Common Process FN-BA22 Spreadsheet

Category: Common Process

Description

Excel Spreadsheet (BA22) to track how much budget is remaining

Business Process FN-Track Client

Category: Business Process

Description

LRS process

Business Process FN-Level of Care/Special Rate

Category: Business Process

Description

Enter special code/rate and/or Level of Care.

Common Process FN-Childcare

Category: Common Process

Description

Enter data into Provider Agreements

Organization Program Policy Section

Process: Mapping

- FN-Audit Expense Report
- FN-Receive Form 213
- FN-Send back to Worker
- FN-Receive Corrected Form 213

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run

- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review

- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?

- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS

- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS

- FN-Recieve Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup

- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher

- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank

- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report

- FN-OMF sends info to Postal Inspector

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Budget
- FN-Assign Funding Sources

Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process
- FN-Invoice Generation
- FN-Send Invoice to Provider

- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup
- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

Organization Shepard SCI/TLCD

Process: Mapping

- FN-Track Client

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Budget
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send

- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received

- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator

- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms

- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.

- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training

- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment

- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions

- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Budget

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions

- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist
- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization

- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare
- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy

- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval
- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle

- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget
- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider

- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization
- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation

- FN-Enter sample data into RMS

Organization Budget Section

Appears on

- FN-Assign Funding Sources
- FN-Assign Funding Sources
- FN-Assign Funding Sources

Process: Mapping

- FN-Assistant Secretary and Staff Testify
- FN-ISIS Setup
- FN-Refine Budget Request
- FN-Year End Close Books
- FN-TIPS Setup
- FN-CFMS Setup
- FN-Finalize Budget
- FN-New Source?
- FN-Funding Determination
- FN-Establish Program Performance Goals
- FN-Receive Final Statement of Expenditure

- FN-LASES Setup
- FN-Contract?
- FN-Determine Detailed Expenditure Levels
- FN-RMS Setup
- FN-Spread Approved Budget
- FN-BA22 Spreadsheet
- FN-Cost Allocation Run
- FN-Respond to DoA Budget Questions
- FN-Make Revenue Projections.
- FN-Review Program Summary Report
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Receive Approval
- FN-Respond to Legislative Questions
- FN-Monitor and Report on Expenditures
- FN-LAMI Setup
- FN-Review Budget Request
- FN-BRIS Setup
- FN-Gather Prior Year Expenditure info.
- FN-AFS Setup
- FN-Develop workload adjustments and new/expanded programs.
- FN-CSDS Setup
- FN-Submit Schedule to DSS

Common Process FN-Childcare

Category: Common Process

Description

Enter data into Provider Agreements

Organization TANF

Process: Mapping

- FN-Contract?
- FN-CFMS Setup
- FN-BA22 Spreadsheet
- FN-TANF Cash or Post FITAP?
- FN-Contract Management
- FN-AFS Setup
- FN-ISIS Setup
- FN-JAS Setup

Organization Foster Care and Adoption

Appears on FN-Federal Benefits

Process: Mapping

- FN-Complete SSA Packet
- FN-Level of Care/Special Rate
- FN-Completes FAST1 and other Forms
- FN-Research ISIS Overpayment
- FN-Request for Refund
- FN-Create Memo and send to OM&F

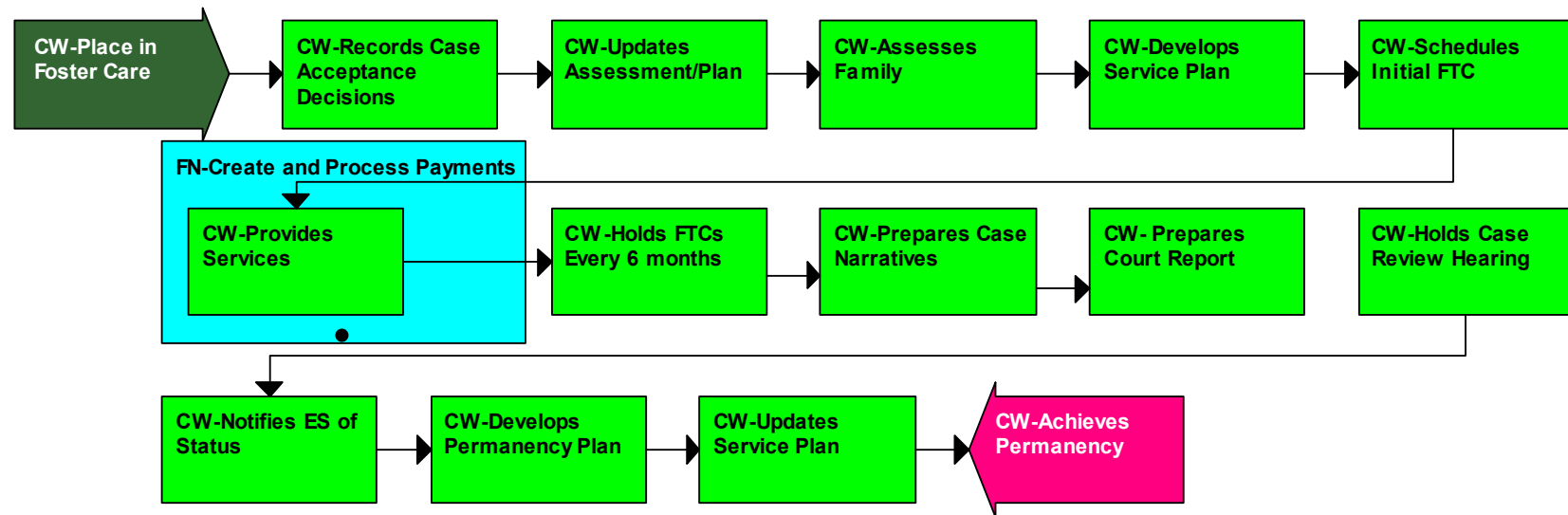
Organization Residential and Day Care

Process: Mapping

- FN-Childcare

CW-06 Foster Care Service Delivery

Diagram: CW-06 Foster Care Service Delivery



Description

The diagram, CW-06 Foster Care Service Delivery, shows the process of delivering foster care services, including the court involvement and reporting to Eligibility on the child's status.

CW-06 Foster Care Service Delivery details the Process: CW-06 Foster Care Delivery Services

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Place in Foster Care

Category: Internal Event/Result

Description

Describes the process of providing services to a child in out-of-home care.

Common Process CW-Records Case Acceptance Decisions

Category: Common Process

Description

Record decisions from case acceptance staffing and revise/update assessments and plans

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Updates Assessment/Plan

Category: Common Process

Description

Review and update plan, if necessary

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Assesses Family

Category: Common Process

Description

Assess family's strengths and develop a Service Plan

Application Mapping

- Manual Process

Common Process CW-Develops Service Plan

Category: Common Process

Description

Based on the assessment, develop a service plan aimed at resolving the family issues and terminating jurisdiction.

Appears on CW-04 Provide Family Services

Application Mapping

- Manual Process

Common Process CW-Schedules Initial FTC

Category: Common Process

Description

Worker schedules all parties (including caretakers) and attend the initial FTC at which the Service Plan is finalized and signed

Application Mapping

- Manual Process

Common Process CW-Provides Services

Category: Common Process

Description

FS Workers provides services to the family and monitors progress of the family towards goals set in the Service Plan including safety of children. For FC Continue to provide services until permanency goal is achieved for each child.

Appears on

- CW-04 Provide Family Services
- CW-05a Placement in Hospital

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Holds FTCs Every 6 months

Category: Common Process

Description

On-going Family Team Conferences (FTCs) are held, at least every 6 months

Application Mapping

- Manual Process

Common Process CW-Prepares Case Narratives

Category: Common Process

Description

Prepare case narratives and Court reports for the children and parents cases every 6 months

Application Mapping

- Manual Process

Common Process CW- Prepares Court Report

Category: Common Process

Description

Updates case narratives and prepares Court reports on the children every 6 months

Application Mapping

- Manual Process

Common Process CW-Holds Case Review Hearing

Category: Common Process

Description

A case review hearing is held each 6 months after child removal. At the 12 month hearing a Permanency Plan must be presented to the court. Subsequent hearings are governed by ASFA, Children's Code, and OCS regulations regarding continued custody, permanency, and TPR.

Application Mapping

- Manual Process

Common Process CW-Notifies ES of Status

Category: Common Process

Description

Adoption Worker notifies ES of new status

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative
- CW-11 Record Subsidy Pre-Finalization

Application Mapping

- Manual Process (Manually through the Fast III.)

Common Process CW-Develops Permanency Plan

Category: Common Process

Description

At 12 months after removal, a Permanency Plan is developed and a hearing is held for Court approval.

Application Mapping

- Manual Process

Common Process CW-Updates Service Plan

Category: Common Process

Description

Update the Service Plan at 90 day intervals / Update the Service Plan to reflect the permanency goals for the children

Appears on CW-04 Provide Family Services

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Achieves Permanency

Category: Internal Event/Result

Description

Child in foster care is either returned home or another permanency plan is developed (E.g., adoption, legal guardianship, etc.)

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

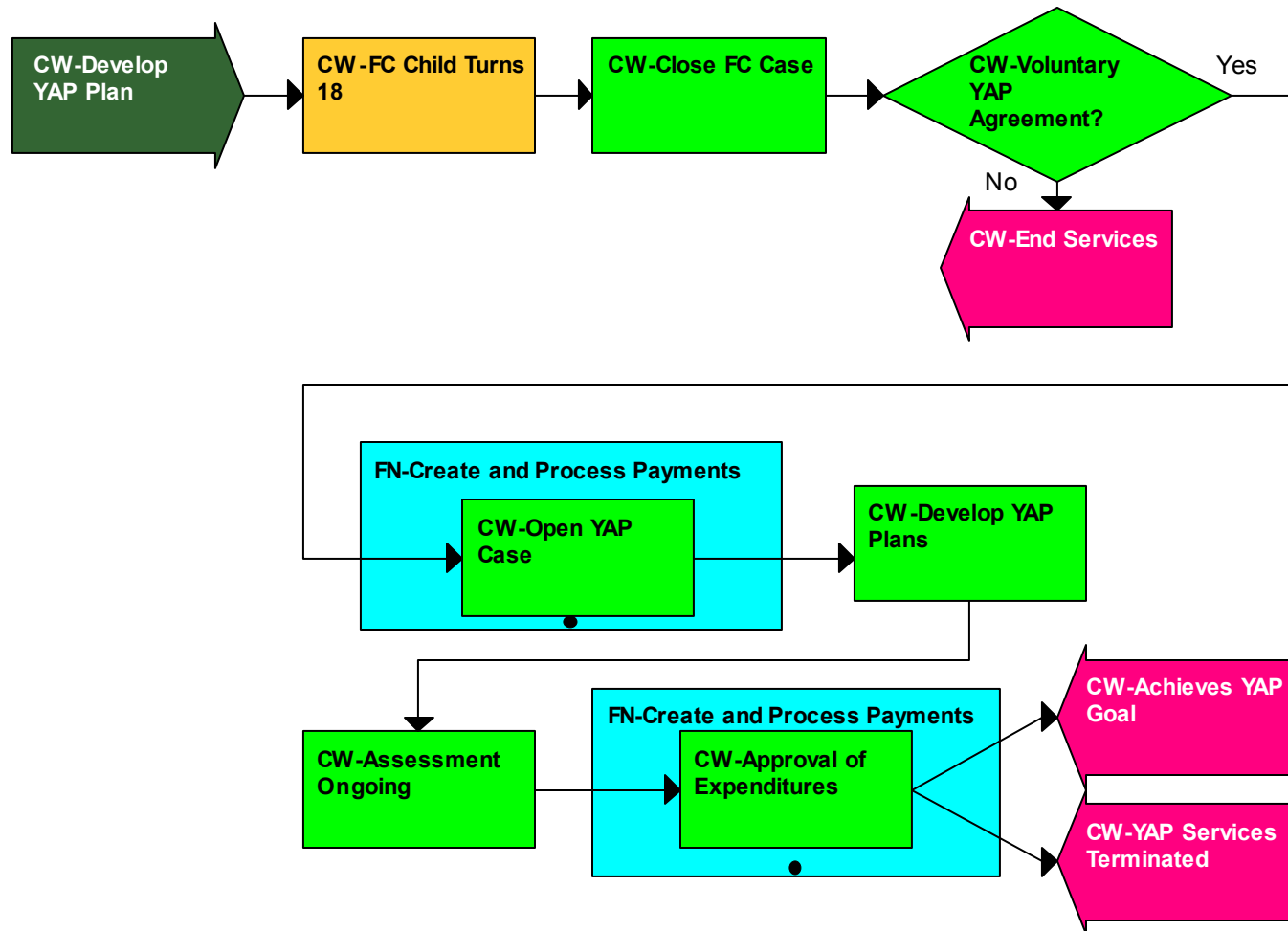
Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services

- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

CW-06a Young Adult Program (YAP)

Diagram: CW-06a Young Adult Program (YAP)



Description

The diagram, CW-06a Young Adult Program (YAP), shows the steps to enter the YAP program. A young adult may chose to enter this program after they turn 18 and are no longer eligible for Title IV-E foster care benefits.

CW-06a Young Adult Program (YAP) details the Process: CW-6a Young Adult Program (YAP)

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Develop YAP Plan

Category: Internal Event/Result

Description

The event that starts the application process for a young adult entering into the YAP program.

Business Process CW-FC Child Turns 18

Category: Business Process

Description

Child in FC reaches 18th birthday

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Close FC Case

Category: Common Process

Description

Child no longer eligible for FC. Close case.

Application Mapping

- TIPS
- Semi Automated Process

Common Decision CW-Voluntary YAP Agreement?

Category: Common Decision

Description

Assessment of whether the child is willing to enter into a voluntary agreement with OCS to remain in care.

Application Mapping

- Manual Process

Internal Result CW-End Services

Category: Internal Event/Result

Description

Services will no longer be provided.

Common Process CW-Open YAP Case

Category: Common Process

Description

If the child is willing to enter into an agreement, open a YAP case.

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Develop YAP Plans

Category: Common Process

Description

Develop Specific Education Plan and living arrangements plan with young adult

Application Mapping

- Manual Process

Common Process CW-Assessment Ongoing

Category: Common Process

Description

Assessment of young adults education achievements and ongoing living arrangements.

Application Mapping

- Manual Process

Common Process CW-Approval of Expenditures

Category: Common Process

Description

State Office only becomes involved in approving special requests for youth in the YAP program (E.g., therapy, TFC, etc). Most YAP approvals are handled by the first line supervisor.

Application Mapping

- Manual Process

Internal Result CW-Achieves YAP Goal

Category: Internal Event/Result

Description

The young adult has achieved the goals set forth in the YAP service plan and services are no longer required.

Internal Result CW-YAP Services Terminated

Category: Internal Event/Result

Description

The young adult no longer qualifies for services under the YAP service plan.

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

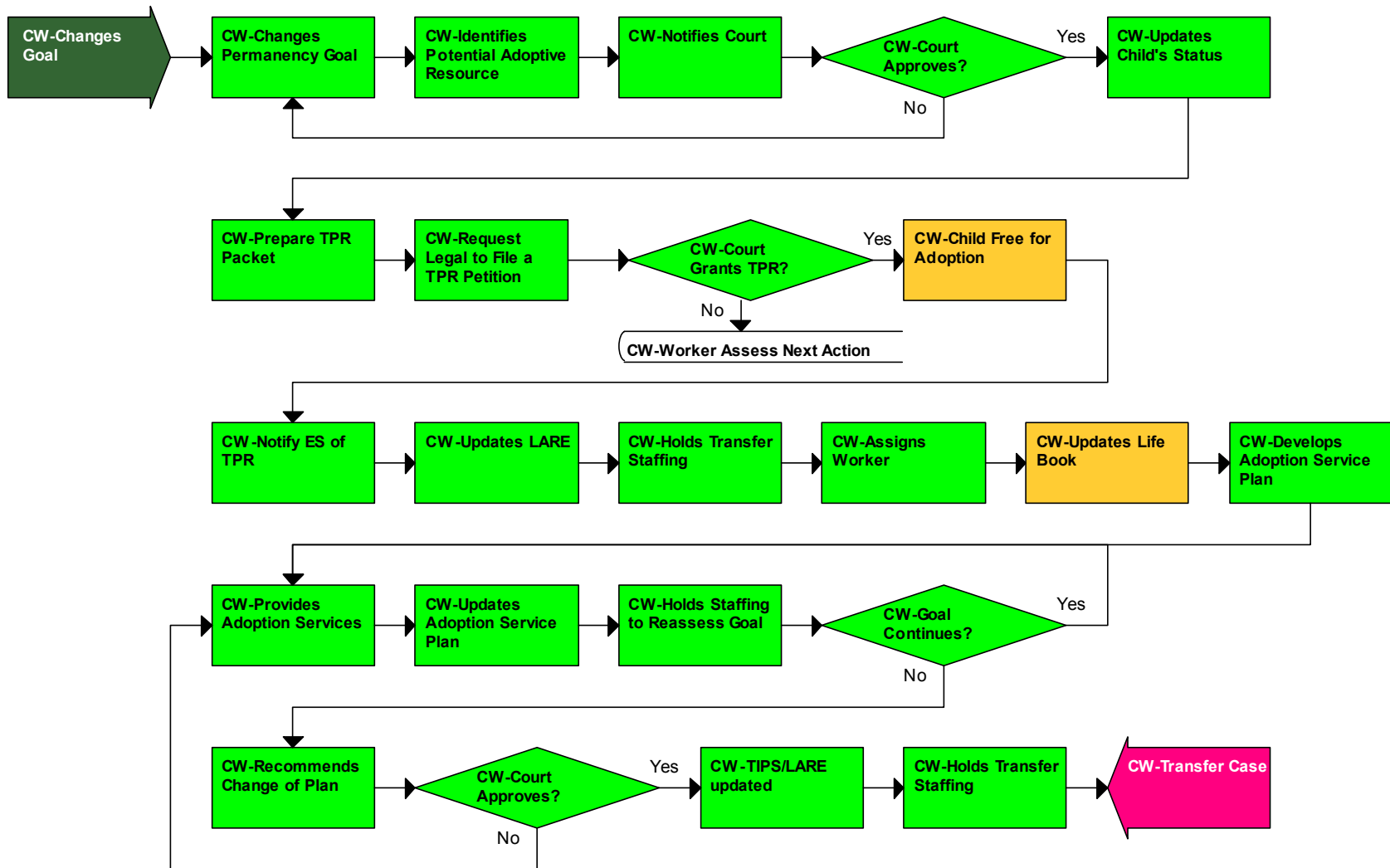
Is further detailed on FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

CW-07 Change Goal / Adoption

Diagram: CW-07 Change Goal / Adoption



Description

The diagram, CW-07 Change Goal / Adoption, depicts the process flow that starts when the court approves a recommendation from OCS that the case plan change from family reunification to adoption.

CW-07 Change Goal / Adoption details the Process: CW-07 Change Goal/Adoption

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Changes Goal

Category: Internal Event/Result

Description

Case plan goal changes from reunification with family to adoption/legal guardianship.

Appears on CW-08 Conduct Adoptive Search

Common Process CW-Changes Permanency Goal

Category: Common Process

Description

Permanency goal for child is changed to Adoption

Application Mapping

- Manual Process

Common Process CW-Identifies Potential Adoptive Resource

Category: Common Process

Description

HDU and Adoptions Worker begin identifying potential adoptive resources for the child

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Notifies Court

Category: Common Process

Description

OCS Worker notifies court of change in Permanency Plan and requests court approval

Application Mapping

- Manual Process

Common Decision CW-Court Approves?

Category: Common Decision

Description

Court approves closing the FS case and services or the court has approved the permanency goal of adoption for the child. The court may also have approved the change of goal back to FC.

Appears on CW-04 Provide Family Services

Application Mapping

- Manual Process

Common Process CW-Updates Child's Status

Category: Common Process

Description

Update TIPS/LARE with child's new status

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Prepare TPR Packet

Category: Common Process

Description

Included in this step is the searches, summaries of efforts to reunify the child with family and overall summary of child's supervision by OCS.

Application Mapping

- Manual Process

Common Process CW-Request Legal to File a TPR Petition

Category: Common Process

Description

FC Worker forwards child's packet to Legal and request Legal to file a TPR petition

Application Mapping

- Manual Process

Common Decision CW-Court Grants TPR?

Category: Common Decision

Description

Court disposition on the recommendation to terminate parental rights.

Application Mapping

- Manual Process

Business Process CW-Child Free for Adoption

Category: Business Process

Description

Court grants TPR petition and child becomes free for adoption

Application Mapping

- Manual Process

Common Process CW-Notify ES of TPR

Category: Common Process

Description

Send notice to Eligibility Specialist of the Termination of Parental Rights court order

Application Mapping

- GroupWise
- Semi Automated Process

Common Process CW-Updates LARE

Category: Common Process

Description

Update adoptions sub-system of TIPS

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Holds Transfer Staffing

Category: Common Process

Description

Staffing held to discuss case prior to transfer to Adoptions and goal change.

Application Mapping

- Manual Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker

Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-10 Adoption Petition
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-19 RF/PA Investigation
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Business Process CW-Updates Life Book

Category: Business Process

Description

Adoption Worker updates Life Book and develops Adoption Service Case Plan

Application Mapping

- Manual Process

Common Process CW-Develops Adoption Service Plan

Category: Common Process

Description

Adoption Worker develops a plan for the child's adoptive placement.

Application Mapping

- Manual Process

Common Process CW-Provides Adoption Services

Category: Common Process

Description

Adoption Worker provides adoption related services and updates Adoption Services Plan

Application Mapping

- Manual Process

Common Process CW-Updates Adoption Service Plan

Category: Common Process

Description

Review and revise adoption plan, if necessary

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Holds Staffing to Reassess Goal

Category: Common Process

Description

Staffing held to reassess child's permanency goal

Application Mapping

- Manual Process

Common Decision CW-Goal Continues?

Category: Common Decision

Description

Assessment of whether the child remains "adoptable" and the goal should continue to be adoption.

Application Mapping

- Manual Process

Common Process CW-Recommends Change of Plan

Category: Common Process

Description

Worker recommends change of case plan to permanent foster care

Application Mapping

- Manual Process

Common Decision CW-Court Approves?

Category: Common Decision

Description

Court approves closing the FS case and services or the court has approved the permanency goal of adoption for the child. The court may also have approved the change of goal back to FC.

Appears on CW-04 Provide Family Services

Application Mapping

- Manual Process

Common Process CW-TIPS/LARE updated

Category: Common Process

Description

Update the adoption sub-system of TIPS

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Holds Transfer Staffing

Category: Common Process

Description

Staffing held to discuss case prior to transfer to Adoptions and goal change.

Application Mapping

- Manual Process

Internal Result CW-Transfer Case

Category: Internal Event/Result

Description

Case transferred back to FC.

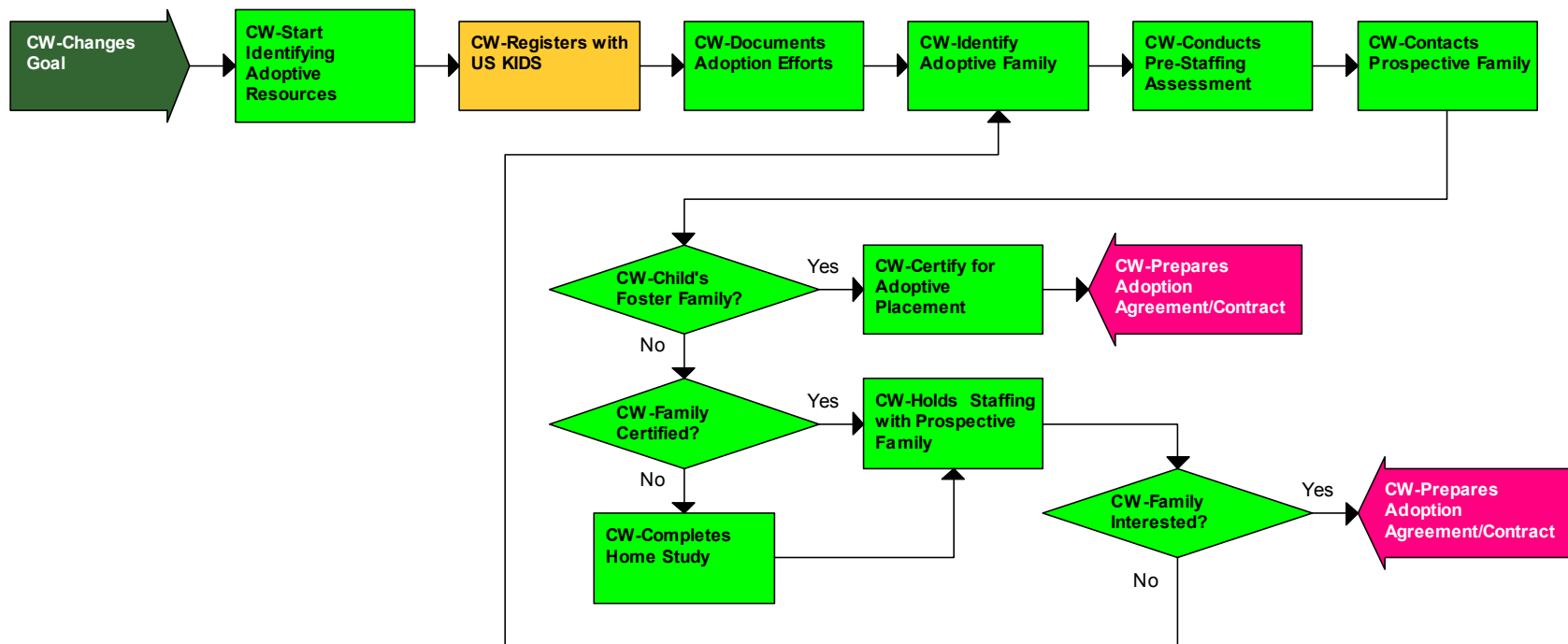
Process Break CW-Worker Assess Next Action

Description

If the court does not grant the TPR, then the worker needs to assess the reasons and take the necessary actions, which would be tailored to the court order.

CW-08 Conduct Adoptive Search

Diagram: CW-08 Conduct Adoptive Search



Description

The diagram, CW-08 Conduct Adoptive Search, details the process of OCS's activities in locating a suitable adoptive family including the certification of the adoptive family.

CW-08 Conduct Adoptive Search details the Process: CW-08 Conduct Adoptive Search

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Changes Goal

Category: Internal Event/Result

Description

Case plan goal changes from reunification with family to adoption/legal guardianship.

Appears on CW-07 Change Goal / Adoption

Common Process CW-Start Identifying Adoptive Resources

Category: Common Process

Description

Adoption Worker, in coordination with other programs and other agencies, attempts to identify adoptive resources

Application Mapping

- TIPS
- Semi Automated Process

Business Process CW-Registers with US KIDS

Category: Business Process

Description

Child is registered with Adopt US KIDS and all efforts to find an adoptive resource are documented by Adoption Worker

Application Mapping

- TIPS
- Semi Automated Process
- US KIDS

Common Process CW-Documents Adoption Efforts

Category: Common Process

Description

Child is registered with Adopt US KIDS and all efforts to find an adoptive resource are documented by Adoption Worker

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Identify Adoptive Family

Category: Common Process

Description

Search for adoptive family

Application Mapping

- Manual Process

Common Process CW-Conducts Pre-Staffing Assessment

Category: Common Process

Description

Adoption Worker may conduct pre-staffing assessment

Application Mapping

- Manual Process

Common Process CW-Contacts Prospective Family

Category: Common Process

Description

Adoption Worker contacts prospective adoptive family

Application Mapping

- Manual Process

Common Decision CW-Child's Foster Family?

Category: Common Decision

Description

Is the foster family with whom the child is placed interested in adopting the child?

Application Mapping

- Manual Process

Common Process CW-Certify for Adoptive Placement

Category: Common Process

Description

The Foster Family, if not Certified for Adoption Placement, must obtain Certification for Adoptive Placement.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Prepares Adoption Agreement/Contract

Category: Internal Event/Result

Description

As a result of an adoptive family being located and certified the Adoption Agreement/Contract is prepared and executed.

Common Decision CW-Family Certified?

Category: Common Decision

Description

Adoption: Is the prospective adoptive family certified to take an adoptive placement? For PA: Does the Private Agency certify the foster home for agency use?

Appears on CW-20 Private Placing

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Holds Staffing with Prospective Family

Category: Common Process

Description

Staffing is held to present child's information to prospective adoptive family

Application Mapping

- Manual Process

Common Decision CW-Family Interested?

Category: Common Decision

Description

As the result of the staffing held with the prospective family, is the family interested in making an adoptive home for the child(ren)?

Application Mapping

- Manual Process

Internal Result CW-Prepares Adoption Agreement/Contract

Category: Internal Event/Result

Description

As a result of an adoptive family being located and certified the Adoption Agreement/Contract is prepared and executed.

Common Process CW-Completes Home Study

Category: Common Process

Description

Complete a preliminary Home Study or, Initiate Home Study including medical information and references. If the home is a home of someone that the child knows then the home must meet certification (provisional) requirements which should include clearances, training, references, cursory home study.

Appears on

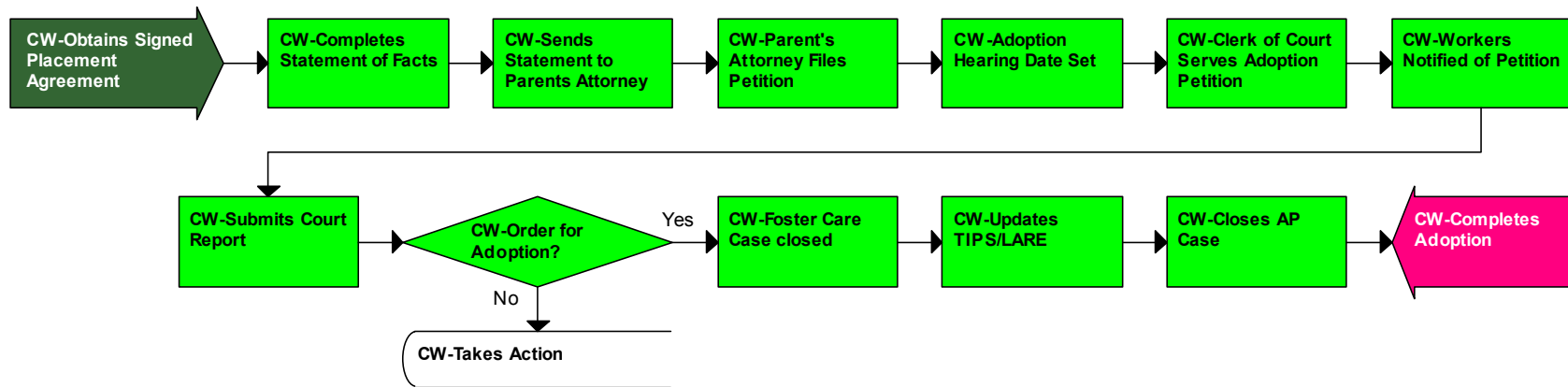
- CW-05b Placement with Relative/Non-Relative
- CW-16 Initial Certification Foster Home

Application Mapping

- Manual Process

CW-09 Adoption Legal Process

Diagram: CW-09 Adoption Legal Process



Description

The diagram, CW-09 Adoption Legal Process, depicts how OCS manages cases of children who are to be adopted.

CW-09 Adoption Legal Process details the Process: CW-09 Adoption Legal Process

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Obtains Signed Placement Agreement

Category: Internal Event/Result

Description

Adoption Placement Agreement is signed by adoptive parents

Common Process CW-Completes Statement of Facts

Category: Common Process

Description

Statement of Facts completed and sent to Parent's Attorney for filing

Application Mapping

- Manual Process

Common Process CW-Sends Statement to Parents Attorney

Category: Common Process

Description

Adoptions Worker sends summary of child's history and agency involvement to prospective adoptive parent's attorney

Application Mapping

- Manual Process

Common Process CW-Parent's Attorney Files Petition

Category: Common Process

Description

Petition filed by parent's Attorney and hearing date set

Application Mapping

- Manual Process

Common Process CW-Adoption Hearing Date Set

Category: Common Process

Description

Court Receives adoption petition and sets it for a hearing.

Application Mapping

- Manual Process

Common Process CW-Clerk of Court Serves Adoption Petition

Category: Common Process

Description

Clerk of Courts serves the regional Adoption Petition Unit and AP Worker assigned

Application Mapping

- Manual Process

Common Process CW-Workers Notified of Petition

Category: Common Process

Description

Adoption Petition Worker notified that Adoption Petition has been filed. If OCS child, Adoption worker of record notified.

Application Mapping

- Semi Automated Process

Common Process CW-Submits Court Report

Category: Common Process

Description

Adoption Worker submits Court Report materials to AP Worker who submits to Court

Application Mapping

- Manual Process

Common Decision CW-Order for Adoption?

Category: Common Decision

Description

Does the court make a judgment for an order of adoption?

Application Mapping

- Manual Process

Common Process CW-Foster Care Case closed

Category: Common Process

Description

Close the FC case once the adoption is finalized.

Application Mapping

- TIPS
- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Updates TIPS/LARE

Category: Common Process

Description

Update the Adoptions sub-system of TIPS with adoption status.

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Closes AP Case

Category: Common Process

Description

Adoption finalized, AP case closed.

Application Mapping

- TIPS Adoption Petition Subsystem
- Semi Automated Process

Internal Result CW-Completes Adoption

Category: Internal Event/Result

Description

As a result of a order from the court the final steps of the adoption process are completed and the adoption is final.

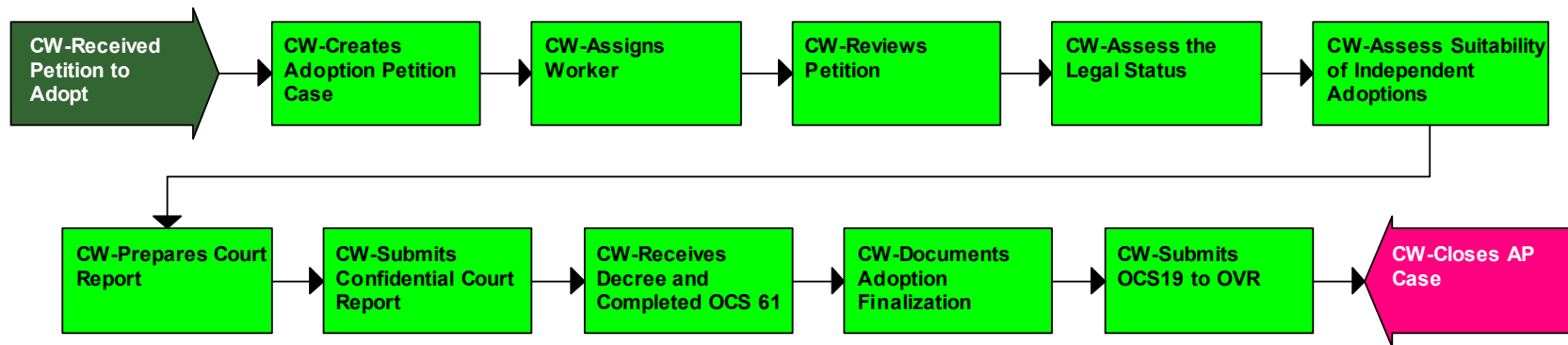
Process Break CW-Takes Action

Description

Worker takes action to remedy the courts order. If the court denies the adoption, a new case plan will need to be developed

CW-10 Adoption Petition

Diagram: CW-10 Adoption Petition



Description

The diagram, CW-10 Adoption Petition, shows the steps that the Adoption Petition workers follow to support OCS compliance with the adoption requirements.

CW-10 Adoption Petition details the Process: CW-10 Adoption Petition

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Received Petition to Adopt

Category: Internal Event/Result

Description

AP worker receives a copy of the petition to Adopt from the Clerk of the Court.

Common Process CW-Creates Adoption Petition Case

Category: Common Process

Description

Supervisor creates an Adoption Petition Case

Application Mapping

- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker
Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.

Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-07 Change Goal / Adoption
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-19 RF/PA Investigation
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-Reviews Petition

Category: Common Process

Description

Reviews Petition to adopt

Application Mapping

- Manual Process

Common Process CW-Assess the Legal Status

Category: Common Process

Description

Assess the Legal status of family and child

Application Mapping

- Manual Process

Common Process CW-Assess Suitability of Independent Adoptions

Category: Common Process

Description

Adoption petition services provide for staff to conduct investigation (assesses) all independent adoptions including stepparent, grandparent, one parent, and non-relative adoptions to determine the availability of the child and suitability of the adoptive home, reporting to the courts the findings of these investigations and assisting the families in obtaining revised birth certificates.

Common Process CW-Prepares Court Report

Category: Common Process

Description

Worker gathers information and prepares court report.

Application Mapping

- Manual Process

Common Process CW-Submits Confidential Court Report

Category: Common Process

Description

Submits Confidential Court Report

Application Mapping

- Manual Process

Common Process CW-Receives Decree and Completed OCS 61

Category: Common Process

Description

Worker receives the final Adoption Decree and completes OCS 61

Application Mapping

- Manual Process

Common Process CW-Documents Adoption Finalization

Category: Common Process

Description

Worker documents the adoption finalization, closes the AP and case and submits the OCS 19 to OVR

Application Mapping

- TIPS
- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Submits OCS19 to OVR

Category: Common Process

Description

Adoption finalization--name change with OVR

Application Mapping

- Manual Process

Internal Result CW-Closes AP Case

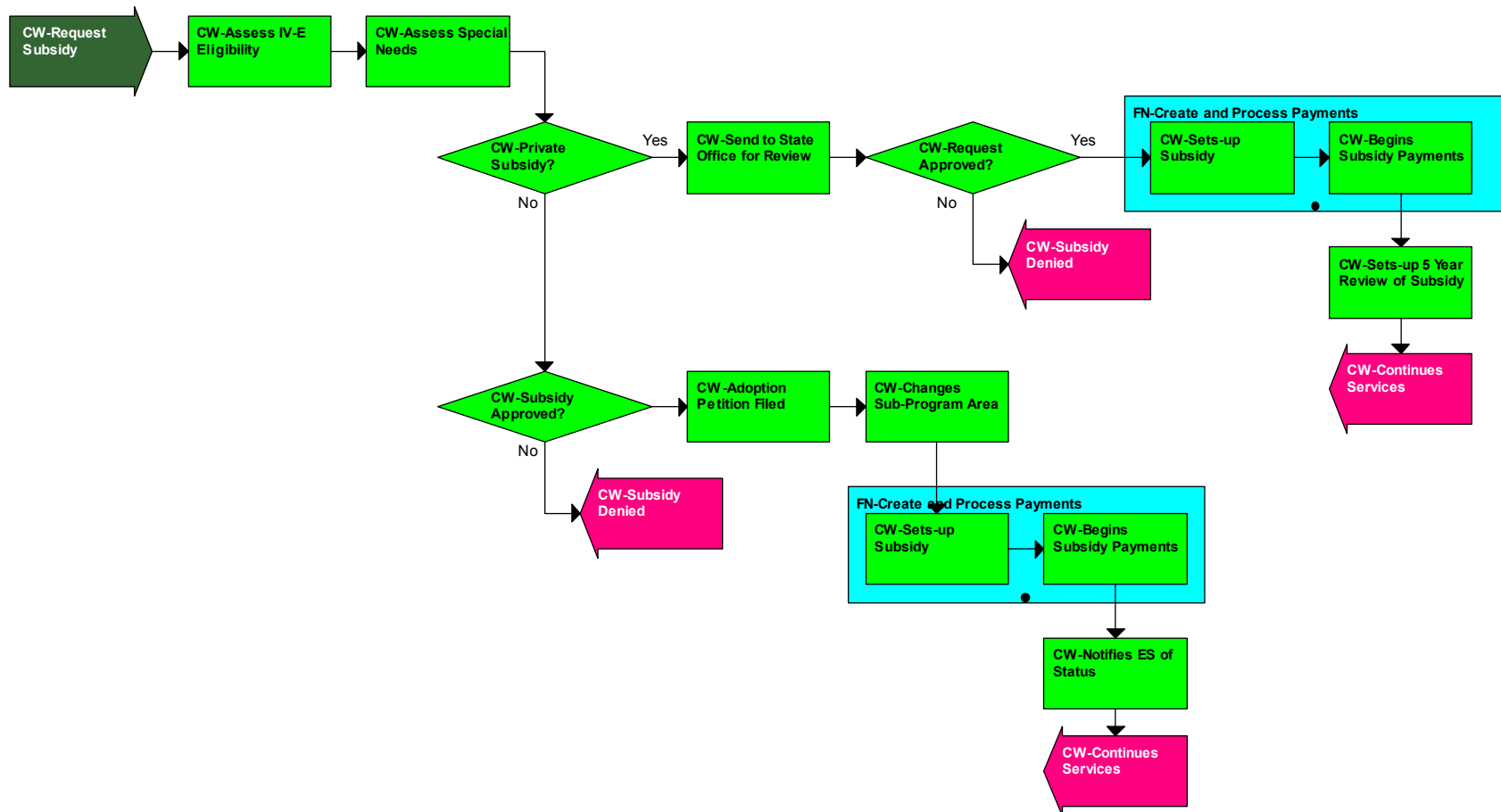
Category: Internal Event/Result

Description

The adoption petition case is closed after an order from the court is obtained, the adoption is finalized and the records have been updated.

CW-11 Record Subsidy Pre-Finalization

Diagram: CW-11 Record Subsidy Pre-Finalization



Description

The diagram, CW-11 Record Subsidy Pre-Finalization, shows OCS's steps of processing a request for a subsidy payment for a child before the adoption is finalized.

CW-11 Record Subsidy Pre-Finalization details the Process: CW-11 Record Subsidy (Pre)

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Request Subsidy

Category: Internal Event/Result

Description

Family with whom the adoptive placement is made requests a subsidy for the child.

Common Process CW-Assess IV-E Eligibility

Category: Common Process

Description

Worker makes an assessment of the child's IV-E eligibility linkage

Application Mapping

- Manual Process

Common Process CW-Assess Special Needs

Category: Common Process

Description

Worker makes an assessment of the child's special needs, in line with Federal guidelines.

Application Mapping

- Manual Process

Common Decision CW-Private Subsidy?

Category: Common Decision

Description

Is the request for a subsidy for a child placed by a private agency?

Application Mapping

- Manual Process

Common Process CW-Send to State Office for Review

Category: Common Process

Description

Send request for a subsidy for a private agency placement to State Office for review and approval

Application Mapping

- Manual Process

Common Decision CW-Request Approved?

Category: Common Decision

Description

Action on State Office review and approval

Application Mapping

- Manual Process

Common Process CW-Sets-up Subsidy

Category: Common Process

Description

Subsidy is established

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Begins Subsidy Payments

Category: Common Process

Description

The subsidy has been approved and subsidy payments will begin.

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Sets-up 5 Year Review of Subsidy

Category: Common Process

Description

Adoption Worker sets up a 5 year control to review and renew subsidy

Appears on CW-12 Adopt Subsidy Post Finalization

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Continues Services

Category: Internal Event/Result

Description

Provides ongoing services to child and family.

Appears on

- CW-04 Provide Family Services
- CW-05a Placement in Hospital
- CW-12 Adopt Subsidy Post Finalization

Internal Result CW-Subsidy Denied

Category: Internal Event/Result

Description

State Office or Region deny subsidy request.

Appears on

- CW-12 Adopt Subsidy Post Finalization
- CW-13 Denial of Adoption Subsidy

Common Decision CW-Subsidy Approved?

Category: Common Decision

Description

Action on adoption subsidy

Appears on CW-12 Adopt Subsidy Post Finalization

Application Mapping

- Manual Process

Common Process CW-Adoption Petition Filed

Category: Common Process

Description

If this is an OCS-placed child, the Adoption Petition is filed by the parent's attorney.

Application Mapping

- Manual Process

Common Process CW-Changes Sub-Program Area

Category: Common Process

Description

Sub-Program area is changed to adoption subsidy after petition filed

Application Mapping

- TIPS
- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Sets-up Subsidy

Category: Common Process

Description

Subsidy is established

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Begins Subsidy Payments

Category: Common Process

Description

The subsidy has been approved and subsidy payments will begin.

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Notifies ES of Status

Category: Common Process

Description

Adoption Worker notifies ES of new status

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative
- CW-06 Foster Care Service Delivery

Application Mapping

- Manual Process (Manually through the Fast III.)

Internal Result CW-Continues Services

Category: Internal Event/Result

Description

Provides ongoing services to child and family.

Appears on

- CW-04 Provide Family Services
- CW-05a Placement in Hospital

- CW-12 Adopt Subsidy Post Finalization

Internal Result CW-Subsidy Denied

Category: Internal Event/Result

Description

State Office or Region deny subsidy request.

Appears on

- CW-12 Adopt Subsidy Post Finalization
- CW-13 Denial of Adoption Subsidy

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-12 Adopt Subsidy Post Finalization

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

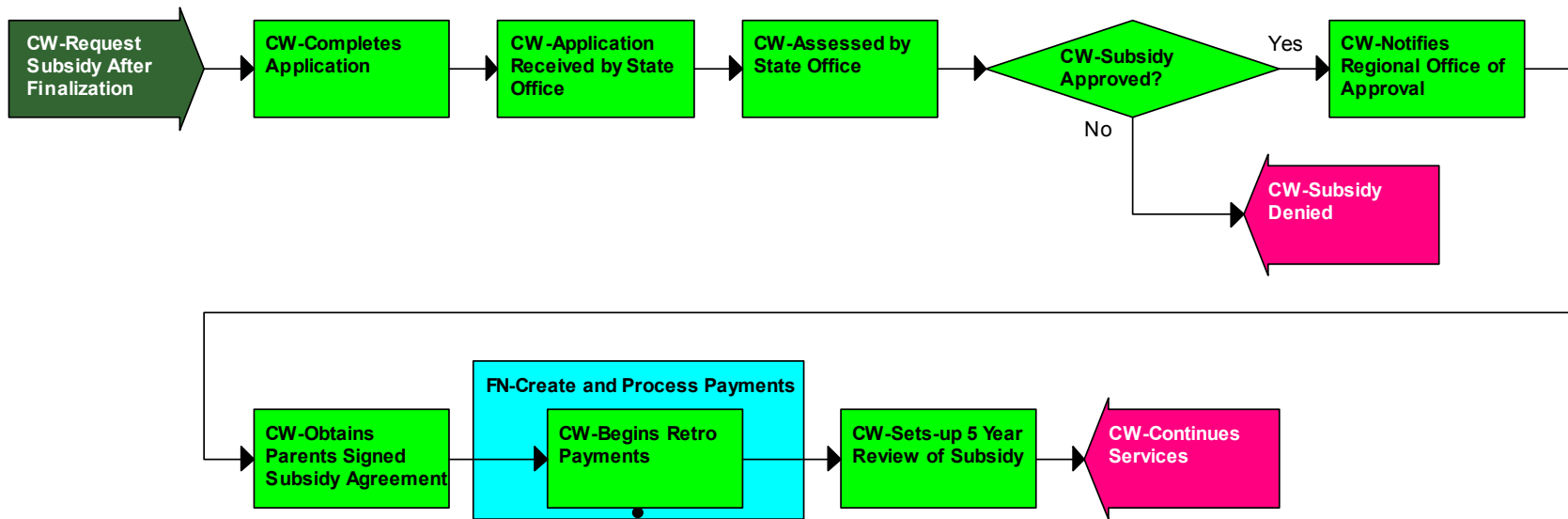
Is further detailed on FN-Create and Process Payments

Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative
- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-12 Adopt Subsidy Post Finalization

CW-12 Adopt Subsidy Post Finalization

Diagram: CW-12 Adopt Subsidy Post Finalization



Description

The diagram, CW-11 Adoption Subsidy Post Finalization, shows OCS's steps of processing a request for a subsidy payment for a child after the adoption is finalized.

CW-12 Adopt Subsidy Post Finalization details the Process: CW-12 Record Subsidy (Post)

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Request Subsidy After Finalization

Category: Internal Event/Result

Description

Request for subsidy post finalization received in Regional Office

Common Process CW-Completes Application

Category: Common Process

Description

Application for a subsidy, after finalization of the adoption, completed by adoptive parents.

Application Mapping

- Manual Process

Common Process CW-Application Received by State Office

Category: Common Process

Description

SO Receives adoption subsidy application from PA/Adoptive parent.

Application Mapping

- Manual Process

Common Process CW-Assessed by State Office

Category: Common Process

Description

Assess if subsidy qualifies for IV-E-linkage or special needs

Application Mapping

- Manual Process

Common Decision CW-Subsidy Approved?

Category: Common Decision

Description

Action on adoption subsidy

Appears on CW-11 Record Subsidy Pre-Finalization

Application Mapping

- Manual Process

Common Process CW-Notifies Regional Office of Approval

Category: Common Process

Description

Notice of action of post finalization subsidy request sent to Regional Office

Application Mapping

- GroupWise
- Semi Automated Process

Common Process CW-Obtains Parents Signed Subsidy Agreement

Category: Common Process

Description

Parents sign subsidy agreement.

Application Mapping

- Manual Process

Common Process CW-Begins Retro Payments

Category: Common Process

Description

Payments made retro to date of application for subsidy

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Sets-up 5 Year Review of Subsidy

Category: Common Process

Description

Adoption Worker sets up a 5 year control to review and renew subsidy

Appears on CW-11 Record Subsidy Pre-Finalization

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Continues Services

Category: Internal Event/Result

Description

Provides ongoing services to child and family.

Appears on

- CW-04 Provide Family Services
- CW-05a Placement in Hospital
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization

Internal Result CW-Subsidy Denied

Category: Internal Event/Result

Description

State Office or Region deny subsidy request.

Appears on

- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-13 Denial of Adoption Subsidy

Common Process FN-Create and Process Payments

Category: Common Process

Description

Comprised of eight related process groupings, the Create and Process Payments area depicts the OCS, OFS, and OM&F processes involved in managing various types of payments to providers, vendors, and clients. OM&F Fiscal schedules all TIPS batch runs on a monthly basis and forwards calendars to OCS Fiscal, OCS TIPS Programmers, OM&F Appropriation Accountant for OCS and DSS Production Control Unit.

Is further detailed on FN-Create and Process Payments

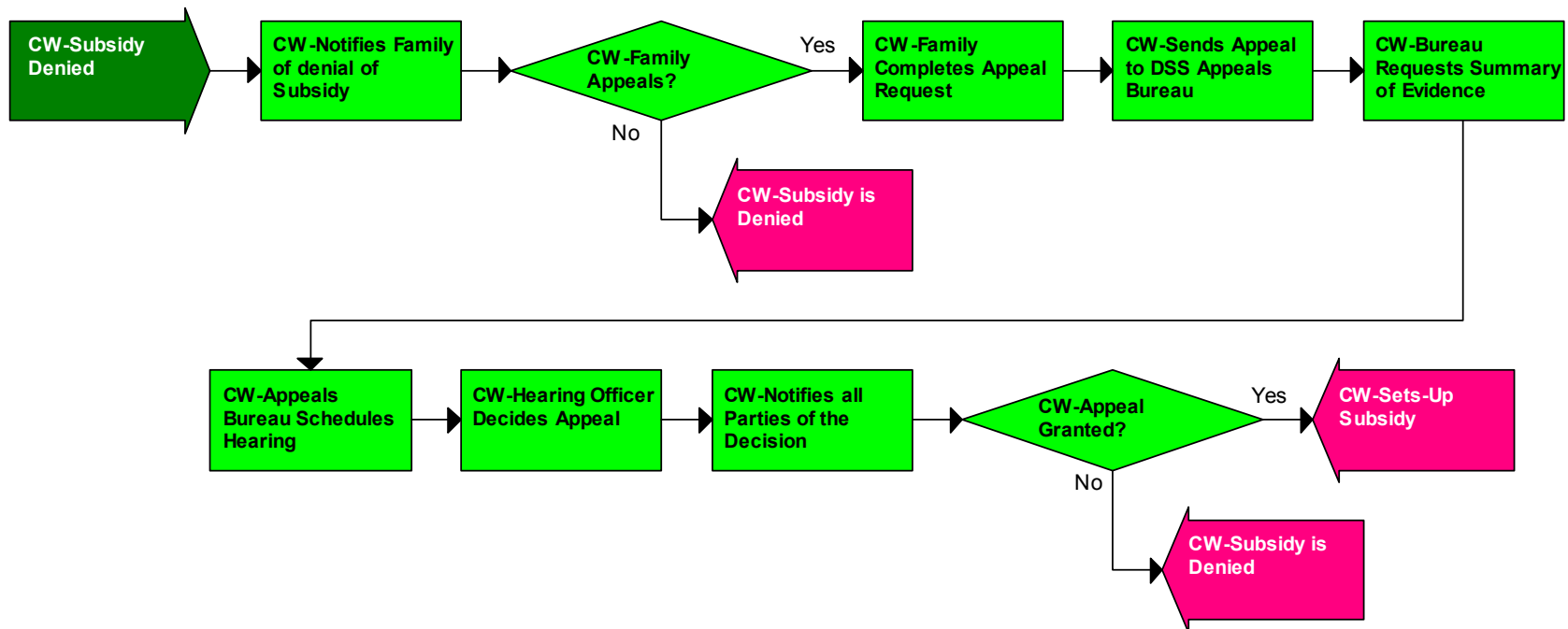
Appears on

- CW-04 Provide Family Services
- CW-04 Provide Family Services
- CW-05 Child Placement
- CW-05a Placement in Hospital
- CW-05b Placement with Relative/Non-Relative

- CW-05c Placement in Residential Facility
- CW-06 Foster Care Service Delivery
- CW-06a Young Adult Program (YAP)
- CW-06a Young Adult Program (YAP)
- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization

CW-13 Denial of Adoption Subsidy

Diagram: CW-13 Denial of Adoption Subsidy



Description

The diagram, CW-13 Denial of Adoption Subs, depicts the appeal process for parents who wish to appeal the denial of an adoption subsidy.

CW-13 Denial of Adoption Subsidy details the Process: CW-13 Denial of Adoption Subsidy

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Subsidy Denied

Category: Internal Event/Result

Description

State Office or Region deny subsidy request.

Appears on

- CW-11 Record Subsidy Pre-Finalization
- CW-11 Record Subsidy Pre-Finalization
- CW-12 Adopt Subsidy Post Finalization

Common Process CW-Notifies Family of denial of Subsidy

Category: Common Process

Description

Family informed of denial of subsidy request and reason

Application Mapping

- Manual Process

Common Decision CW-Family Appeals?

Category: Common Decision

Description

Does the family initiate an appeal?

Application Mapping

- Manual Process

Common Process CW-Family Completes Appeal Request

Category: Common Process

Description

Does the family whose request for adoption subsidy has been denied, initiate the Appeals Request?

Application Mapping

- Manual Process

Common Process CW-Sends Appeal to DSS Appeals Bureau

Category: Common Process

Description

Appeal Request sent to DSS Appeals Bureau within 30 days

Application Mapping

- Manual Process

Common Process CW-Bureau Requests Summary of Evidence

Category: Common Process

Description

Summary of Evidence requested from the assigned adoption worker.

Application Mapping

- Manual Process

Common Process CW-Appeals Bureau Schedules Hearing

Category: Common Process

Description

Upon receipt of appeals request and summary of evidence, the appeals Bureau schedules an administrative hearing.

Application Mapping

- Manual Process

Common Process CW-Hearing Officer Decides Appeal

Category: Common Process

Description

Administrative Law Judge decides outcome of the appeal and notifies all parties of decision

Application Mapping

- Manual Process

Common Process CW-Notifies all Parties of the Decision

Category: Common Process

Description

Administrative Law Judge decides on appeal and notifies all parties of decision

Application Mapping

- Manual Process

Common Decision CW-Appeal Granted?

Category: Common Decision

Description

Administrative/judicial finding based on evidence presented during the appeal process.

Application Mapping

- Manual Process

Internal Result CW-Sets-Up Subsidy

Category: Internal Event/Result

Description

As the result of the judicial determination, set up the subsidy.

Internal Result CW-Subsidy is Denied

Category: Internal Event/Result

Description

As the result of the appeal decision, the family does not receive adoption subsidy and the family does not file an Appeal Request.

Internal Result CW-Subsidy is Denied

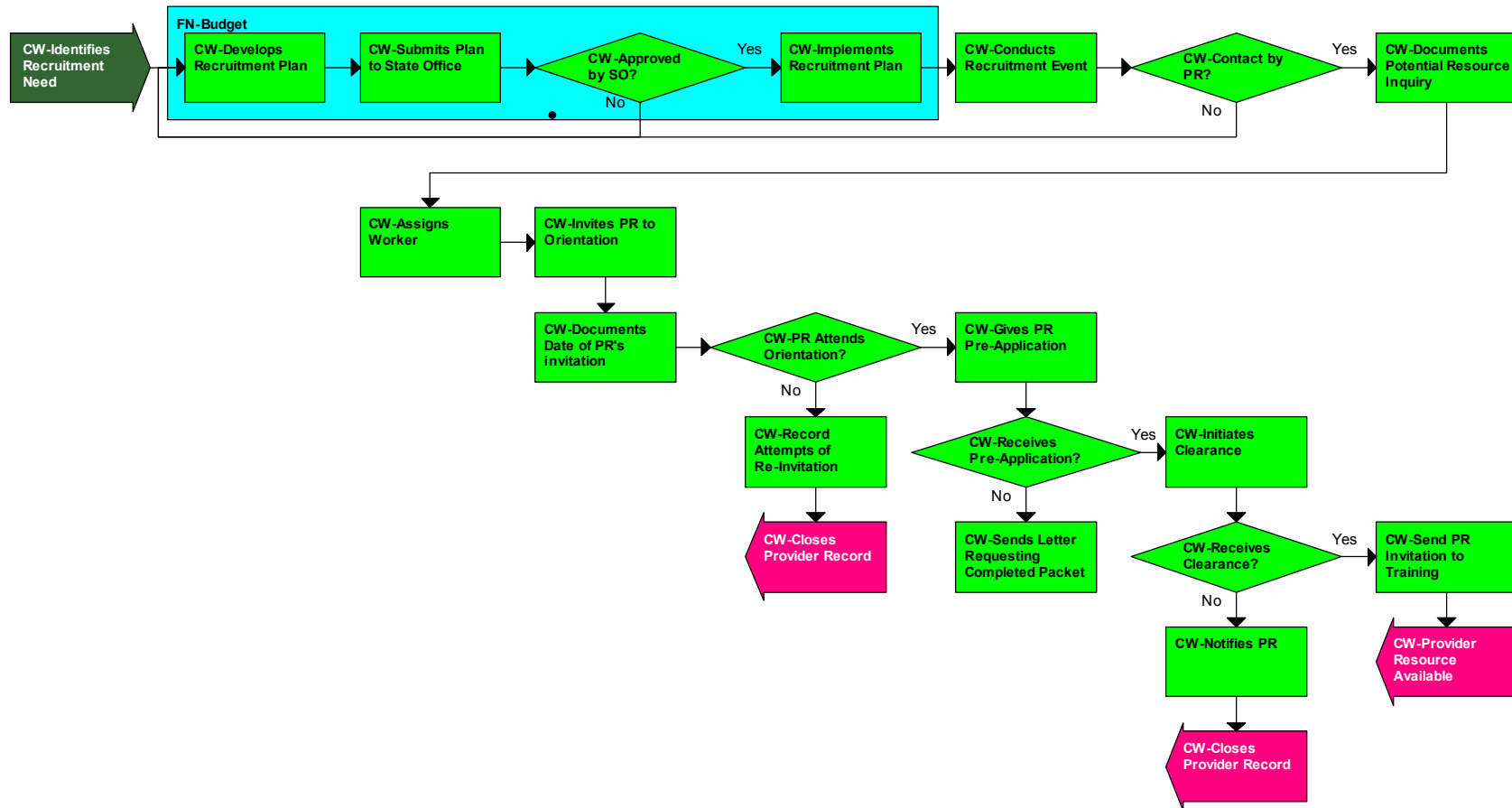
Category: Internal Event/Result

Description

As the result of the appeal decision, the family does not receive adoption subsidy and the family does not file an Appeal Request.

CW-15 Initial Recruitment FH/Adoptive Home

Diagram: CW-15 Initial Recruitment FH/Adoptive Home



Description

The diagram, CW-15 Initial Recruitment FH/Adoptive Home, depicts how Regions review their child placement and adoptive placement needs and develop foster home and adoptive parent recruitment plans that are then translated in to action throughout the

year.

CW-15 Initial Recruitment FH/Adoptive Home details the Process: CW-15 Initial Recruitment FH/Adoptive Home

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Identifies Recruitment Need

Category: Internal Event/Result

Description

HD unit identifies recruitment need, develops plan and sends to SO for approval

Common Process CW-Develops Recruitment Plan

Category: Common Process

Description

HD unit identifies recruitment need, develops plan for the Region to address needs.

Application Mapping

- Manual Process

Common Process CW-Submits Plan to State Office

Category: Common Process

Description

Regional HD unit sends Recruitment Plan (RRP) to SO for approval

Application Mapping

- Manual Process

Common Decision CW-Approved by SO?

Category: Common Decision

Description

Is the RRP plan developed by the Region approved by State Office?

Application Mapping

- Manual Process

Common Process CW-Implements Recruitment Plan

Category: Common Process

Description

Upon receipt of State Office approval of the RRP, the Region takes steps to implement the Plan.

Application Mapping

- Manual Process

Common Process CW-Conducts Recruitment Event

Category: Common Process

Description

Conducts Recruitment Event

Application Mapping

- Manual Process

Common Decision CW-Contact by PR?

Category: Common Decision

Description

Potential Resource (PR) contacts HD unit following recruitment event

Application Mapping

- Manual Process

Common Process CW-Documents Potential Resource Inquiry

Category: Common Process

Description

HD documents inquiry (form 441 TIPS/LARES) from PR

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker

Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-07 Change Goal / Adoption
- CW-10 Adoption Petition
- CW-16 Initial Certification Foster Home
- CW-19 RF/PA Investigation
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-Invites PR to Orientation

Category: Common Process

Description

HD Worker invites PR to orientation meeting and documents date letter sent to PR

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Documents Date of PR's invitation

Category: Common Process

Description

HD Worker sends PR an invitation letter to attend orientation

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Decision CW-PR Attends Orientation?

Category: Common Decision

Description

Does PR attend orientation?

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Gives PR Pre-Application

Category: Common Process

Description

HD Worker gives pre-application packet to PR (forms HDU-14, Consent release forms)

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Decision CW-Receives Pre-Application?

Category: Common Decision

Description

Is the completed Pre-Application packet received from potential foster parent?

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Initiates Clearance

Category: Common Process

Description

Clear all systems based on identifying information.

Application Mapping

- LAMI
- LASES
- MEDS
- DPSC Criminal Record Check
- IRS Inquiry
- SCR-State Central Registry

Common Decision CW-Receives Clearance?

Category: Common Decision

Description

Does PR receive clearance?

Application Mapping

- Manual Process

Common Process CW-Send PR Invitation to Training

Category: Common Process

Description

HD Worker sends invitation letter to attend training to PR

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Internal Result CW-Provider Resource Available

Category: Internal Event/Result

Description

Provider successfully completes the application and training processes and is certified as a foster home provider and field staff notified accordingly.

Common Process CW-Notifies PR

Category: Common Process

Description

Notify PR that they did not "pass" the necessary clearances, and close provider record.

Application Mapping

- Manual Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process CW-Sends Letter Requesting Completed Packet

Category: Common Process

Description

If family does not return packet at MAPP training, letter is sent requesting the completed packet.

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Record Attempts of Re-Invitation

Category: Common Process

Description

Close provider Record if re-invited one time and failed to show.

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home

- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process FN-Budget

Category: Common Process

Description

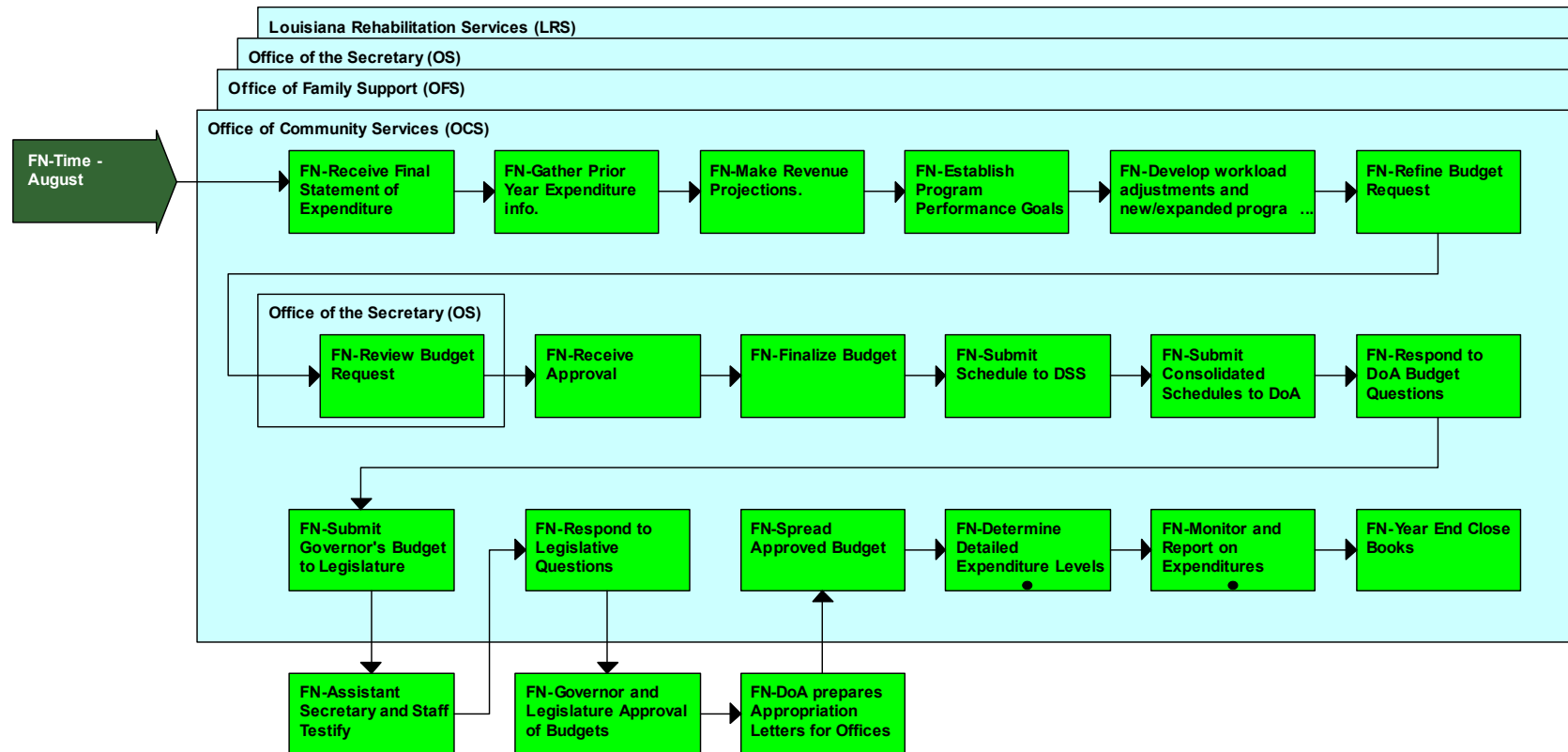
The process undertaken each fiscal year by each office to determine how much revenue they will need to operate for the next fiscal year.

Is further detailed on FN-Budget

Appears on 01-Project Kick Off

FN-Budget

Diagram: FN-Budget



Description

Budget is the process of identifying financial needs, obtaining necessary office, department, and legislative approvals and then spreading the approved budget through programs and organizations within each Office.

FN-Budget details the Process: FN-Budget

Appears on

- 01-Project Kick Off
- CW-15 Initial Recruitment FH/Adoptive Home

Internal Event FN-Time - August

Category: Internal Event/Result

Description

Recurring event.

Common Process FN-Receive Final Statement of Expenditure

Category: Common Process

Description

Annually, OM&F produces and sends to each office.

Common Process FN-Gather Prior Year Expenditure info.

Category: Common Process

Description

As part of the budget process, using the finalized expenditure report from OM&F.

Common Process FN-Make Revenue Projections.

Category: Common Process

Description

In Aug (after Close and office receives Final Statement of Expenditure), Office budget staff gather prior year's expenditure information and make revenue projections for the upcoming fiscal year

Common Process FN-Establish Program Performance Goals

Category: Common Process

Description

In conjunction with Office Program Staff, program performance goals are established. Agency Program and Budget Staff develop adjustments and new/expanded programs.

Common Process FN-Develop workload adjustments and new/expanded programs.

Category: Common Process

Description

Update budget with any new or expanded program revenue needs.

Common Process FN-Refine Budget Request

Category: Common Process

Description

Time: Sep - Oct

Common Process FN-Review Budget Request

Category: Common Process

Description

The Office of the Secretary reviews each Offices budget request.

Common Process FN-Receive Approval

Category: Common Process

Description

Office Assistant Secretary receives "non-formal" approval from DSS Secretary regarding what workload adjustments or new/expanded programs to include in the agency's budget request.

Common Process FN-Finalize Budget

Category: Common Process

Description

Budget is considered final, rolled up to the department level, and submitted.

Common Process FN-Submit Schedule to DSS

Category: Common Process

Description

Each Office submits its budget schedule request to DSS for review and approval, and consolidation.

Common Process FN-Submit Consolidated Schedules to DoA

Category: Common Process

Description

Send the consolidated DSS budget request to DoA for review and approval.

Common Process FN-Respond to DoA Budget Questions

Category: Common Process

Description

DSS Executives and Budget staff respond to questions about the requested budget from the Department of Administration.

Business Process FN-Submit Governor's Budget to Legislature

Category: Business Process

Description

The Governor's Executive Budget is submitted to Legislature one month prior to session. The Legislative Committee on Budget begins hearings on Appropriations Bill. Agencies appear before Committee as requested.

Common Process FN-Assistant Secretary and Staff Testify

Category: Common Process

Description

Nov-Jun, Office Budget Staff respond to DOA questions related to the budget request. Office Assistant Secretary and Budget Staff testify at preliminary budget hearings, as requested.

Common Process FN-Respond to Legislative Questions

Category: Common Process

Description

In Mar - Jun, the Appropriations Bill moves through the legislative process. Agencies are contacted to either appear before

committees or provide information to legislative budget analysts

Business Process FN-Governor and Legislature Approval of Budgets

Category: Business Process

Description

In June, the Appropriations Bill clears both the House and Senate and it is routed to the Governor for signature (Gov has line item veto ability)

Business Process FN-DoA prepares Appropriation Letters for Offices

Category: Business Process

Description

In Jul, upon signature, the Division of Administration prepares Appropriations Letters for each agency advising the authorized funding by means of financing and the table of organization by appropriated program. The DOA Budget Analyst spreads the appropriation for each agency by appropriated program in ISIS at a high level.

Application Mapping

- ISIS Financials (Appropriation Letters)

Common Process FN-Spread Approved Budget

Category: Common Process

Description

The Office Budget Manager continues the spread in ISIS into a greater level of expenditure (object) detail (complete by Sept).

Application Mapping

- ISIS Financials (Spread approved budget to greater level of detail, unique to each office.)

Common Process FN-Determine Detailed Expenditure Levels

Category: Common Process

Description

Once an approved budget is received, each office determines how much of the budget each programs and organization receives.

Is further detailed on FN-Determine Detailed Expenditure Levels

Common Process FN-Monitor and Report on Expenditures

Category: Common Process

Description

During July-June, as expenditures occur throughout the fiscal year, they are processed for payment through either Subsystems(systems that interface to ISIS/AFS) or directly in ISIS/AFS. These expenditures are monitored and reported on a monthly basis on various

monthly reports(ISIS reports, Cost Allocation reports, Statement of Expenditures(reflects expenditures and means of financing), subsystem reports, etc.). Additional reports on expenditures are compiled as requested. If budget amount changes, or movement from program to program occurs, adjustments are required to the appropriated Office Budget, a Budget Adjustment Form (BA-7) is completed by the Office Budget Manager and submitted to DSS then to DOA for approval. For adjustments not requiring DSS/DOA approval, modifications are made to budget through ISIS(EB/RB); except for LRS which does it in ISIS. Most times, the Agency is scheduled for a hearing before the standing Legislative Committee on Budget. If the BA-7 is approved, the approved adjustment is reflected in ISIS and the internal Office revenue/expenditure data is updated.

Is further detailed on FN-Monitor Budget

Common Process FN-Year End Close Books

Category: Common Process

Description

The State fiscal year officially closes on June 30th of a given year. The ISIS Accounting/Financial System is on an "accrual" basis. Payments continue to be made through ISIS for goods or services rendered on or before June 30th until August 15th, at which time the "books" for that fiscal year are officially closed. In contrast, the Accounting System in TIPS (and Others) is on a "cash" basis resulting in a June 30th cut off for TIPS (and Others) expenditures for the fiscal year. Subsystem (systems other than ISIS) payments for services rendered in June, but processed in July, will hit against next fiscal year's funds. OM&F subsystem supervisor for TIPS, JAS, CAPS requests that the subsystem programmer do a Special Prior Year Refund run in order to disposition prior year refunds and make appropriate corrections to expenditures.

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?

- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?

- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info

- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation

- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts

- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process

- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts

- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment

- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support (OFS)

Appears on

- FN-Automatic Payments
- FN-Expedited Payments

- FN-ISIS Payments
- FN-Manual Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates

Process: Mapping

- FN-ISIS Payments
- FN-Receive monthly proof of employment
- FN-First time?
- FN-Receive Invoice/Form/Call/Receipts
- FN-Validate Invoice/Receipts
- FN-Generate Statistical reports quarterly
- FN-Develop CAP
- FN-Monitor and Report on Expenditures
- FN-Respond to Legislative Questions
- FN-Implement CAP
- FN-Setup as a receivable, if necessary
- FN-Send Copy of Warrant to Bank Recon
- FN-End of Process
- FN-Forward to Parish and FS Program Specialist

- FN-Type Check
- FN-Monitor Parental Contribution Cases
- FN-Contract?
- FN-Notify Vendor/Provider of Overpayment
- FN-Compare Against RL List
- TA-Determine Disposition
- FN-Return Invoice/Receipts
- FN-Food Stamps
- FN-Invoice/Receipt Approved?
- FN-Submit Schedule to DSS
- FN-CAPS Setup
- FN-Supervisor Review
- FN-Mail Check
- FN-Regional Program Specialist Review
- FN-Approve?
- FN-Update QC-Cases database file.
- FN-Payment Authorization
- FN-Sign Check
- FN-Resolve with QC Dept
- FN-Establish Program Performance Goals
- FN-Take sample (program involvement, specific activity)
- FN-Childcare

- FN-Determine Payment Rate
- FN-TIPS Setup
- FN-Attach Verification
- FN-Fraud and Recovery
- TA-Intake
- FN-Assistant Secretary and Staff Testify
- FN-Send Invoice to Provider
- FN-Gather Prior Year Expenditure info.
- FN-Year End Close Books
- FN-Submit Consolidated Schedules to DoA
- TA-Create Case
- FN-Send Invoice to OM&F
- FN-Develop workload adjustments and new/expanded programs.
- FN-Update 1099 Spreadsheet
- FN-Sign Service Authorization
- FN-Submit Governor's Budget to Legislature
- FN-Forward to Policy
- FN-ISIS Setup
- FN-Complete 3rd Party Liability Affidavit
- FN-Notify Requestor
- FN-Fill out Lost/Stolen Check Form
- FN-Receive Approval

- FN-State Office Review
- TA-Link Members to Case
- FN-Assign QC Number
- FN-Payment Received?
- FN-List given to sampler who schedules samples in cost center.
- TA-Diversion Service
- FN-Update Bank Recon System
- TA-Eligibility Determination
- FN-Manual Check or System Generated?
- FN-Invoice/Receipt Data Entry
- FN-When sample is due, sampler makes rounds in office.
- FN-OM&F Fiscal Review
- TA-Create Member
- FN-Leave RMS 3 form
- FN-Receive NAEYC or DOE Letter
- FN-Enter Invoice Into Spreadsheets
- FN-Payment Batch Cycle
- FN-CFMS Setup
- FN-Update System
- FN-AFS Setup
- FN-Staff Manually Modifies Invoice
- FN-Spread Approved Budget

- FN-Valid?
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Check Batch Process
- FN-Notify Parish Office
- FN-Notify Provider
- TA&CC-Initiate Restoration or Recoupment
- FN-Notify Requestor of Denial
- FN-BA22 Spreadsheet
- FN-Create Sample Population
- FN-Issue Manual Check
- FN-TANF Cash or Post FITAP?
- TA-Search for Member
- FN-Receive a quarterly list of sample date, time
- FN-Concur?
- FN-Approve Invoice/Receipts
- FN-Review Budget Request
- FN-Send Certificate to Provider
- FN-Refine Budget Request
- FN-Generate Reports
- FN-Process Payment
- TA-Output Benefit Summary
- FN-Create Service Authorization

- FN-JAS Setup
- FN-Proper Service Received?
- FN-Receive Final Statement of Expenditure
- FN-Random Moment Sampling
- FN-Supervisor Monitors
- FN-Respond to DoA Budget Questions
- FN-Fill Out Form FW40
- FN-Make Revenue Projections.
- FN-Determine Detailed Expenditure Levels
- FN-SO RMS Coordinator reviews data
- FN-Input ISIS Manual Warrant
- FN-Person Available?
- FN-Finalize Budget
- FN-Establish Findings
- FN-Send Form to OMF
- FN-Forward to FNS
- FN-Invoice Generation
- FN-Enter sample data into RMS

Organization Office of the Secretary (OS)

Process: Mapping

- FN-Review Budget Request
- FN-Submit Governor's Budget to Legislature

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments
- FN-Emergency Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Assign Funding Sources

Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process

- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup
- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

Organization Office of the Secretary (OS)

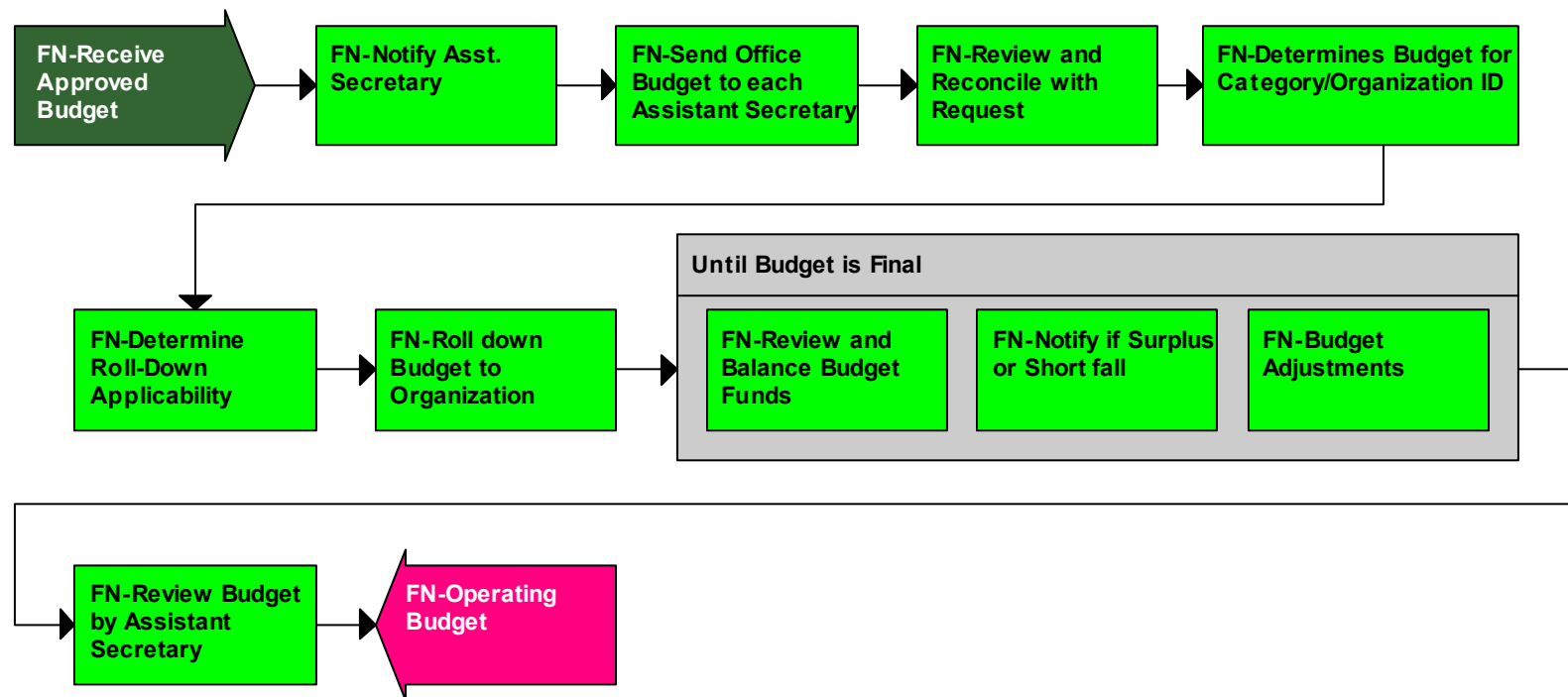
Process: Mapping

- FN-Review Budget Request

- FN-Submit Governor's Budget to Legislature

FN-Determine Detailed Expenditure Levels

Diagram: FN-Determine Detailed Expenditure Levels



Description

As part of the Budget process, each organization (cost center) must determine how exactly they will spend the approved budget. In OCS this is at the program, state office, and regional level. In OFS this is at the program, state office, regional, and local parish level.

FN-Determine Detailed Expenditure Levels details the Process: FN-Determine Detailed Expenditure Levels

Appears on

- FN-Budget

Internal Event FN-Receive Approved Budget

Category: Internal Event/Result

Description

Each Office receives an approved budget from DSS OM&F, which receives it from DoA.

Common Process FN-Notify Asst. Secretary

Category: Common Process

Description

OM&F notifies each Assistant Secretary that approved budget has been received.

Common Process FN-Send Office Budget to each Assistant Secretary

Category: Common Process

Description

OM&F sends approved budget to each Office Budget section.

Common Process FN-Review and Reconcile with Request

Category: Common Process

Description

Each Office Budget Section reconciles the approved with the requested. This occurs at the State Office level.

Common Process FN-Determines Budget for Category/Organization ID

Category: Common Process

Description

OCS and OFS-Salary and Benefit Dollars are held at the State Level.

OFS-Local Offices receive Operating Budget and Contractual Budget Funds, (excluding Statewide Contracts).

OCS-Regional offices receive an Operating Budget.

Common Process FN-Determine Roll-Down Applicability

Category: Common Process

Description

Each office determines which reporting categories stay at State Office and which will Roll-Down to the Organizational level.

Common Process FN-Roll down Budget to Organization

Category: Common Process

Description

Perform roll down of the budget to each program, or organization (cost center). This is done in both ISIS and on spreadsheets maintained by each Office.

Common Process FN-Review and Balance Budget Funds

Category: Common Process

Description

OFS-This process is to declare budget short falls or surplus funds that the State Office will re-distribute to cover where needed.

OCS-Has the same process, but only to the region level

Common Process FN-Notify if Surplus or Short fall

Category: Common Process

Description

OFS-During the course of determining the detailed expenditures, if a surplus in one area is identified, the organization notifies the Office Budget Section.

OCS-The Budget Section themselves. monitors OCS expenditures and identifies any surplus or shortfalls.

Common Process FN-Budget Adjustments

Category: Common Process

Description

Updating the budget throughout the fiscal year to accommodate changes in funding sources, or unexpected expenditures.

Common Process FN-Review Budget by Assistant Secretary

Category: Common Process

Description

This may not be a formal process, but it used to ensure sufficient dollars are allocated in the proper categories.

Internal Result FN-Operating Budget

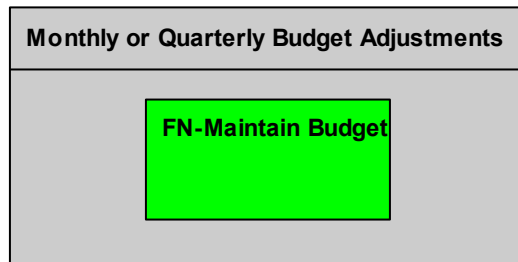
Category: Internal Event/Result

Description

After each organization has determined the detailed expenditure levels, the Office has what is considered to be an Operating Budget.

FN-Monitor Budget

Diagram: FN-Monitor Budget



Description

After receiving the approved Operating Budget, each organization reviews/monitors the expenditures against the budget on a monthly or quarterly basis.

FN-Monitor Budget details the Process: FN-Monitor and Report on Expenditures

Appears on

- FN-Budget

Common Process FN-Maintain Budget

Category: Common Process

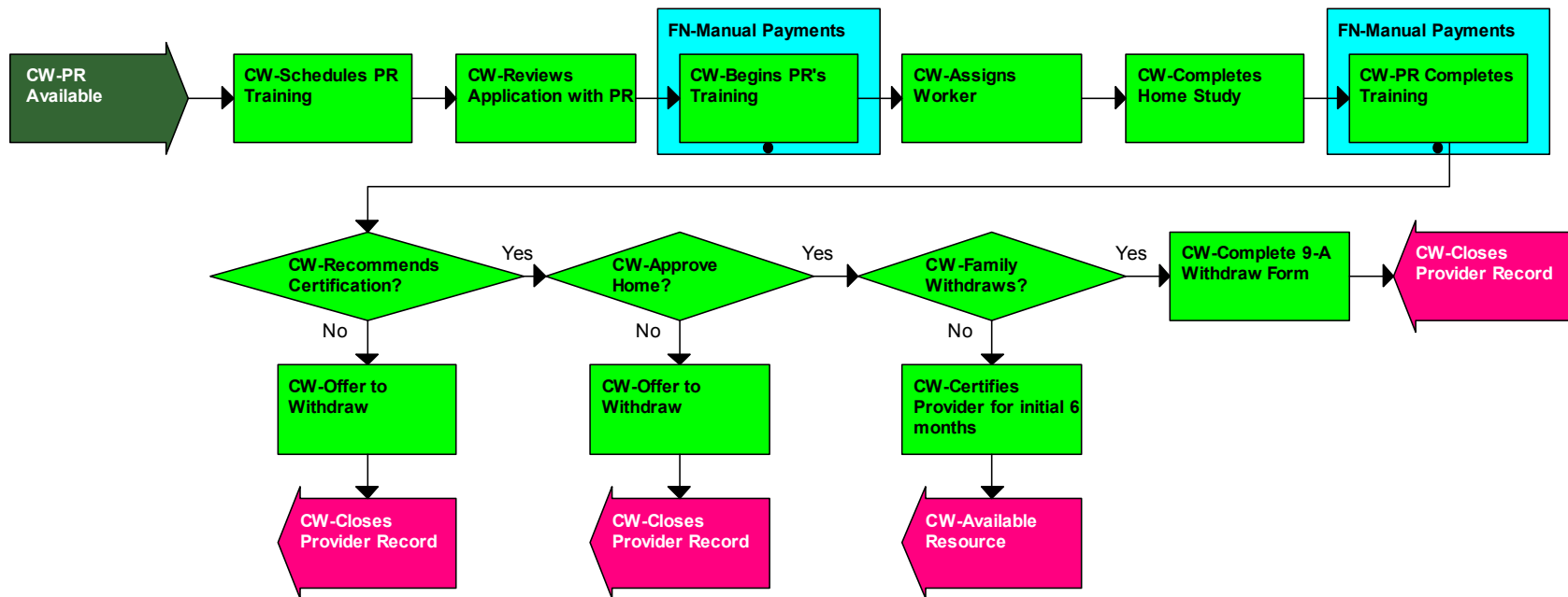
Description

OFS-Variance Reports monthly which are generated by Organization and Expenditures. (this is a spread sheet maintain by each office)

OCS-Fiscal creates a Expenditure Report monthly. This is created from a spread sheet that pulls information from many sources such as ISIS and TIPS. The Expenditure Report does not show regional level detail. In addition, each region maintains a seperate spreadsheet to track budget and expenditures.

CW-16 Initial Certification Foster Home

Diagram: CW-16 Initial Certification Foster Home



Description

The diagram, CW-16 Initial Certification Foster Home, depicts how OCS identifies the need for residential placement facilities for an individual child, or several children, and enters into an agreement with a residential placement resource.

CW-16 Initial Certification Foster Home details the Process: CW-16 Initial Certification Foster Home

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-PR Available

Category: Internal Event/Result

Description

A provider resource is available after completing the requirements needed to obtain provider certification.

Common Process CW-Schedules PR Training

Category: Common Process

Description

PR Scheduled to attend training

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Reviews Application with PR

Category: Common Process

Description

PR begins training and HD worker reviews application (HDU 15 form) with them.

Application Mapping

- Manual Process

Common Process CW-Begins PR's Training

Category: Common Process

Description

Potential resource (foster parent) begins mandatory pre service training.

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker
Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-07 Change Goal / Adoption
- CW-10 Adoption Petition
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-19 RF/PA Investigation
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-Completes Home Study

Category: Common Process

Description

Complete a preliminary Home Study or, Initiate Home Study including medical information and references. If the home is a home of someone that the child knows then the home must meet certification (provisional) requirements which should include clearances, training, references, cursory home study.

Appears on

- CW-05b Placement with Relative/Non-Relative
- CW-08 Conduct Adoptive Search

Application Mapping

- Manual Process

Common Process CW-PR Completes Training

Category: Common Process

Description

PR completes initial certification training requirements.

Application Mapping

- TIPS LARE Subsystem
- Semi Automated Process

Common Decision CW-Recommend Certification?

Category: Common Decision

Description

Based on home study, clearances and searches, recommend certification of the foster home.

Application Mapping

- Manual Process

Common Decision CW-Approve Home?

Category: Common Decision

Description

Have the PR's met the training requirements and home study reveals that the home meets certification standards, if so the home is approved.

Application Mapping

- Manual Process

Common Decision CW-Family Withdraws?

Category: Common Decision

Description

The PR/family withdraws their application from the foster home program

Application Mapping

- Manual Process

Common Process CW-Complete 9-A Withdraw Form

Category: Common Process

Description

Complete 9-A withdraw form

Application Mapping

- TIPS

- Semi Automated Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process CW-Certifies Provider for initial 6 months

Category: Common Process

Description

HD Worker issues a 6 month initial certification to new provider

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Available Resource

Category: Internal Event/Result

Description

Foster home available for placements.

Appears on

- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility

Common Process CW-Offer to Withdraw

Category: Common Process

Description

In some cases the family is offered the opportunity to withdraw their application instead of the application being denied.

Application Mapping

- Manual Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process CW-Offer to Withdraw

Category: Common Process

Description

In some cases the family is offered the opportunity to withdraw their application instead of the application being denied.

Application Mapping

- Manual Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility

- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process FN-Manual Payments

Category: Common Process

Description

Manual payments have two different descriptions. For OCS, these types of payments are still paid via TIPS, but must have the schedule manually manipulated in order to process.

In OFS, these types of payments are the same as OCS, but may also require a physical check be typed instead of being process through one of the payment systems (JAS or CAPS).

Is further detailed on FN-Manual Payments

Appears on FN-Create and Process Payments

Common Process FN-Manual Payments

Category: Common Process

Description

Manual payments have two different descriptions. For OCS, these types of payments are still paid via TIPS, but must have the schedule manually manipulated in order to process.

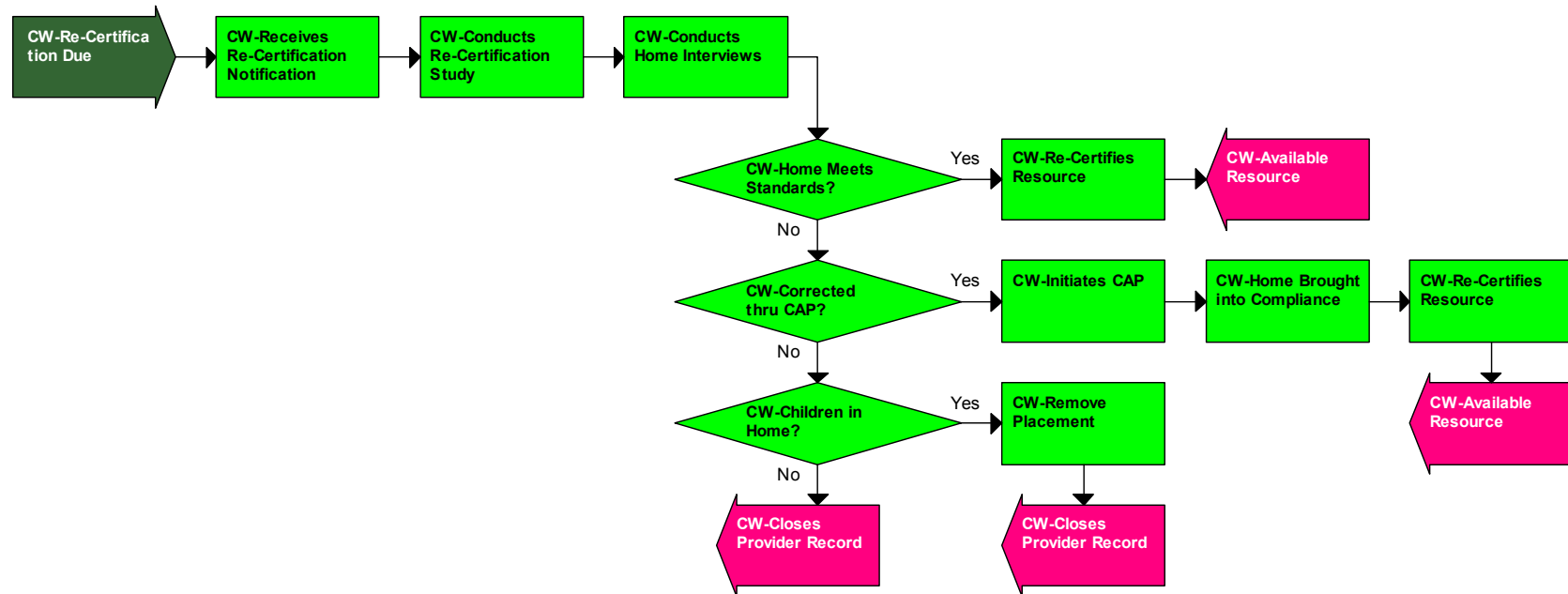
In OFS, these types of payments are the same as OCS, but may also require a physical check be typed instead of being process through one of the payment systems (JAS or CAPS).

Is further detailed on FN-Manual Payments

Appears on FN-Create and Process Payments

CW-17 Recertification of Foster Home

Diagram: CW-17 Recertification of Foster Home



Description

The diagram, CW-17 Recertification of Foster Home, this process flow depicts the recertification process and the corrective action process that may be initiated if the home does not meet established certification standards.

CW-17 Recertification of Foster Home details the Process: CW-17 Recertification of Foster Home

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Re-Certification Due

Category: Internal Event/Result

Description

Foster home re-certification is due

Common Process CW-Receives Re-Certification Notification

Category: Common Process

Description

Notice is received that a provider needs to be re-certified.

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Conducts Re-Certification Study

Category: Common Process

Description

Worker conducts re-certification study and in-home interviews

Application Mapping

- Manual Process

Common Process CW-Conducts Home Interviews

Category: Common Process

Description

Worker conducts re-certification study and in-home interviews

Application Mapping

- Manual Process

Common Decision CW-Home Meets Standards?

Category: Common Decision

Description

Do the conditions in the home meet the minimum standards for foster home certification?

Application Mapping

- Manual Process

Common Process CW-Re-Certifies Resource

Category: Common Process

Description

Resource is re-certified for one year and annually thereafter

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Available Resource

Category: Internal Event/Result

Description

Foster home available for placements.

Appears on

- CW-16 Initial Certification Foster Home

- CW-18 Establish Residential Facility

Common Decision CW-Corrected thru CAP?

Category: Common Decision

Description

Did the corrective action plan correct the deficiency?

Application Mapping

- Manual Process

Common Process CW-Initiates CAP

Category: Common Process

Description

Foster parents initiate CAP and bring their home into compliance, resolving the deficiencies.

Application Mapping

- Manual Process

Common Process CW-Home Brought into Compliance

Category: Common Process

Description

Successful results of corrective action plan to correct deficiency.

Application Mapping

- Manual Process

Common Process CW-Re-Certifies Resource

Category: Common Process

Description

Resource is re-certified for one year and annually thereafter

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Available Resource

Category: Internal Event/Result

Description

Foster home available for placements.

Appears on

- CW-16 Initial Certification Foster Home
- CW-18 Establish Residential Facility

Common Decision CW-Children in Home?

Category: Common Decision

Description

Are children placed in the home?

Application Mapping

- Manual Process

Common Process CW-Remove Placement

Category: Common Process

Description

Remove child from placement and close provider record. Or, RDQA terminates agreement with facility and Foster Care Worker removes placed children

Appears on

- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation

Application Mapping

- Manual Process

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home

- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

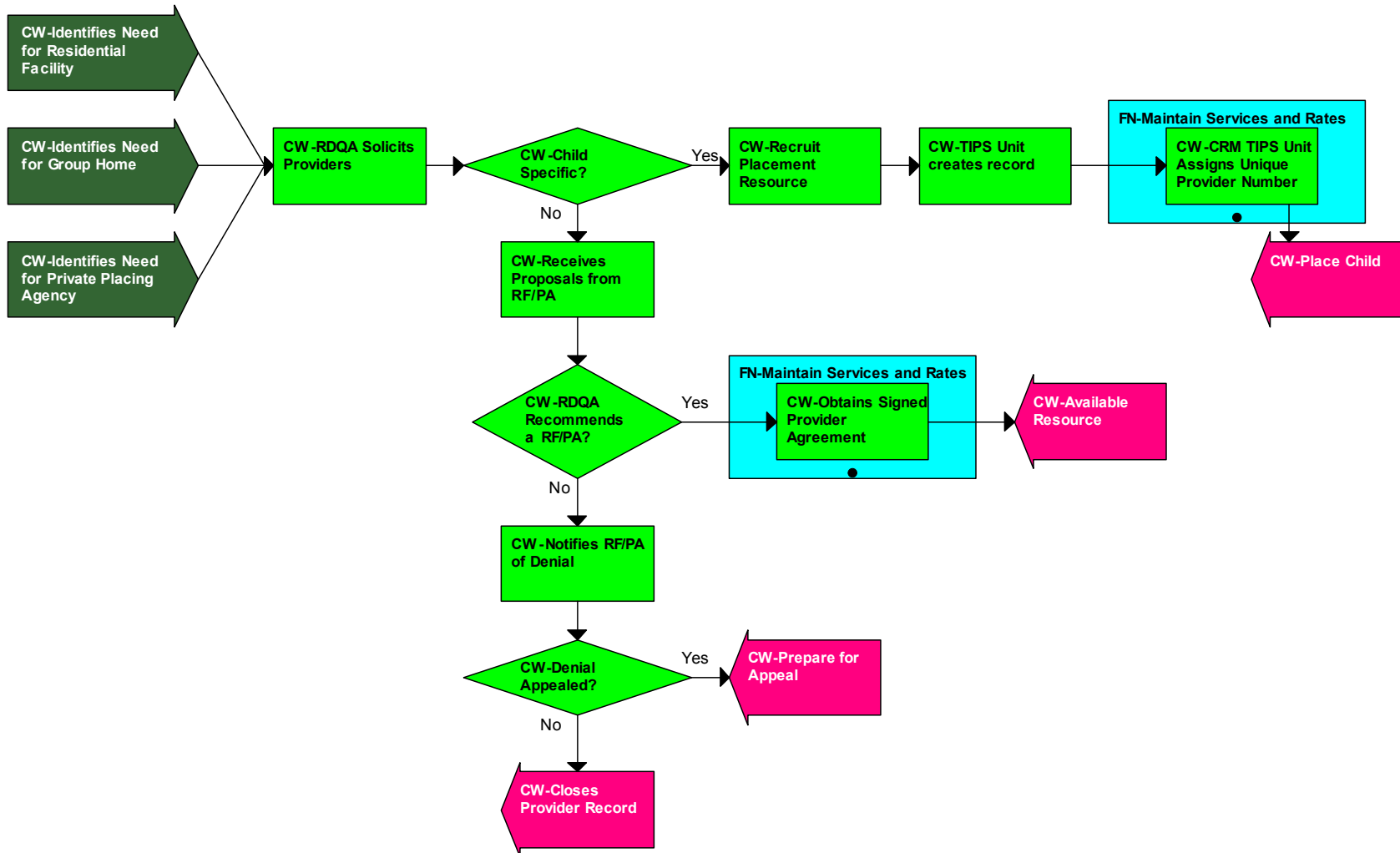
Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-18 Establish Residential Facility
- CW-20 Private Placing
- CW-21 Set Rates for RF

CW-18 Establish Residential Facility

Diagram: CW-18 Establish Residential Facility



Description

The diagram, CW-18 Establish Residential Facility, shows how OCS identifies the need for residential placement facilities for an individual child or several children and secures the resource.

CW-18 Establish Residential Facility details the Process: CW-18 Establish Residential Facility

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Identifies Need for Residential Facility

Category: Internal Event/Result

Description

Residential Development and Quality Assurance Division (RDQA) identifies need for a Residential Facility (RF) Group Home or Private Child Placing Agency/Provider (PA)

Common Process CW-RDQA Solicits Providers

Category: Common Process

Description

RDQA solicits Group Homes/Private Agencies with identified characteristics.

Application Mapping

- Manual Process

Common Decision CW-Child Specific?

Category: Common Decision

Description

Is the need for a placement resource limited to a specific child with unique needs?

Application Mapping

- Manual Process

Common Process CW-Recruit Placement Resource

Category: Common Process

Description

Solicit and select Child specific placement resource.

Application Mapping

- Manual Process

Common Process CW-TIPS Unit creates record

Category: Common Process

Description

TIPS Unit creates record and unique provider number.

Appears on CW-18a Establish Agreement with RF/PA

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-CRM TIPS Unit Assigns Unique Provider Number

Category: Common Process

Description

TIPS Unit creates record and unique provider number is assigned

Appears on CW-18a Establish Agreement with RF/PA

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Place Child

Category: Internal Event/Result

Description

Follow procedures for placing a child in Foster Care.

Appears on

- CW-05 Child Placement
- CW-05b Placement with Relative/Non-Relative

Common Process CW-Receives Proposals from RF/PA

Category: Common Process

Description

RF/PA submits proposals to RDQA.

Application Mapping

- Manual Process

Common Decision CW-RDQA Recommends a RF/PA?

Category: Common Decision

Description

RDQA reviews proposals for compliance with requirements and rates and makes a preliminary selection.

Application Mapping

- Manual Process

Common Process CW-Obtains Signed Provider Agreement

Category: Common Process

Description

RF/PA and RDQA sign Provider Agreement (LA-Form 427G)

Application Mapping

- Manual Process

Internal Result CW-Available Resource

Category: Internal Event/Result

Description

Foster home available for placements.

Appears on

- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home

Common Process CW-Notifies RF/PA of Denial

Category: Common Process

Description

RDQA notifies facility that their proposal is denied.

Application Mapping

- Manual Process

Common Decision CW-Denial Appealed?

Category: Common Decision

Description

Does the RF/PA appeal the notification that their proposal has been denied?

Application Mapping

- Manual Process

Internal Result CW-Prepare for Appeal

Category: Internal Event/Result

Description

Preparation for an appeal is done as a result of an applicant pursuing their legal right to appeal the determination.

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-20 Private Placing
- CW-21 Set Rates for RF

Internal Event CW-Identifies Need for Group Home

Category: Internal Event/Result

Description

Residential Development and Quality Assurance Division (RDQA) identifies need for a Residential Facility (RF) Group Home or Private Child Placing Agency/Provider (PA)

Internal Event CW-Identifies Need for Private Placing Agency

Category: Internal Event/Result

Description

Residential Development and Quality Assurance Division (RDQA) identifies need for a Residential Facility (RF) Group Home or Private Child Placing Agency/Provider (PA)

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would required a setup in JAS, CAPS, LAMI, and ISIS.

Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility
- CW-18a Establish Agreement with RF/PA
- CW-21 Set Rates for RF

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would require a setup in JAS, CAPS, LAMI, and ISIS.

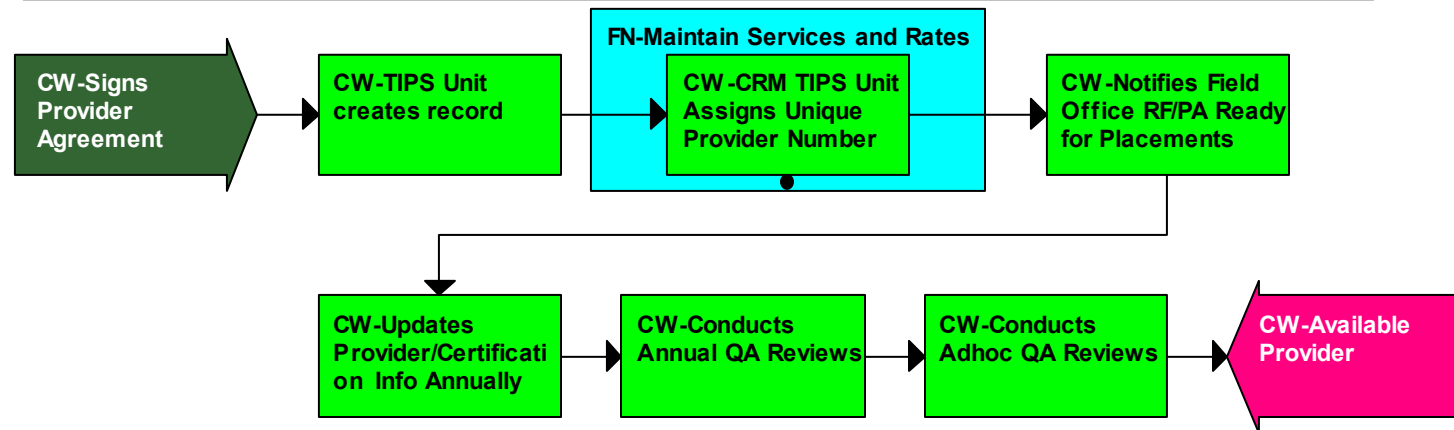
Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility
- CW-18a Establish Agreement with RF/PA
- CW-21 Set Rates for RF

CW-18a Establish Agreement with RF/PA

Diagram: CW-18a Establish Agreement with RF/PA



Description

The diagram, CW-18a Establish Agreement with RF/PA, process involves how OCS identifies the need for residential placement facilities and secures the resource so they are available to meet the placement needs of children coming into care.

CW-18a Establish Agreement with RF/PA details the Process: CW-18a Establish Agreement with RF/PA

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Signs Provider Agreement

Category: Internal Event/Result

Description

The provider has completed the process for certification and has executed an agreement with the State.

Common Process CW-TIPS Unit creates record

Category: Common Process

Description

TIPS Unit creates record and unique provider number.

Appears on CW-18 Establish Residential Facility

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-CRM TIPS Unit Assigns Unique Provider Number

Category: Common Process

Description

TIPS Unit creates record and unique provider number is assigned

Appears on CW-18 Establish Residential Facility

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Notifies Field Office RF/PA Ready for Placements

Category: Common Process

Description

RDQA notifies Field Office that the new RF/PA is ready for placements

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Updates Provider/Certification Info Annually

Category: Common Process

Description

Annually the Private Agency sends info to Regional HDU to ensure correct provider and certification information

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Conducts Annual QA Reviews

Category: Common Process

Description

RDQA conducts annual quality assurance (QA) reviews on PA/RF

Application Mapping

- QATS
- Semi Automated Process

Common Process CW-Conducts Adhoc QA Reviews

Category: Common Process

Description

RDQA conducts adhoc QA reviews of PA/RF

Application Mapping

- QATS
- Semi Automated Process

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would require a setup in JAS, CAPS, LAMI, and ISIS.

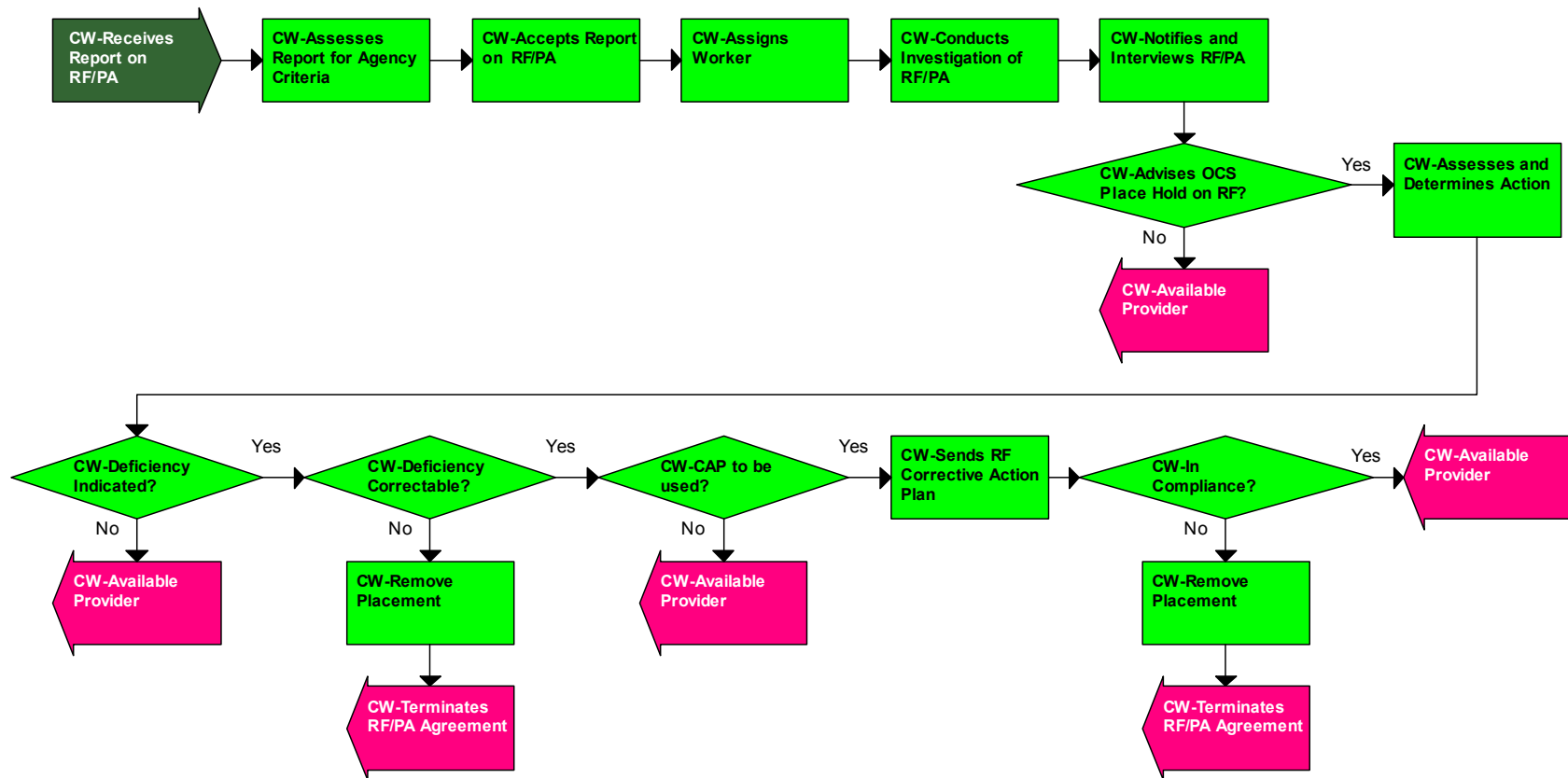
Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility
- CW-18 Establish Residential Facility
- CW-18 Establish Residential Facility
- CW-21 Set Rates for RF

CW-19 RF/PA Investigation

Diagram: CW-19 RF/PA Investigation



Description

The diagram, CW-19 RF/PA Investigation, details how OCS conducts investigations on residential facilities and private agencies.

CW-19 RF/PA Investigation details the Process: CW-19 RF/PA Investigation

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Receives Report on RF/PA

Category: Internal Event/Result

Description

Allegation of Child Abuse/Neglect received and accepted on RF/PA

Common Process CW-Assesses Report for Agency Criteria

Category: Common Process

Description

Assess the report to ensure it meets OCS CA/N criteria

Application Mapping

- Manual Process

Common Process CW-Accepts Report on RF/PA

Category: Common Process

Description

Allegation of Child Abuse/Neglect received and accepted on RF/PA

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker
Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-07 Change Goal / Adoption
- CW-10 Adoption Petition

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-22 Determine Eligibility

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-Conducts Investigation of RF/PA

Category: Common Process

Description

Investigation of allegations concerning the RF/PA initiated.

Application Mapping

- Manual Process

Common Process CW-Notifies and Interviews RF/PA

Category: Common Process

Description

RF/PA notified and interviewed.

Application Mapping

- Manual Process

Common Decision CW-Advises OCS Place Hold on RF?

Category: Common Decision

Description

When CPI conducts the investigation and may determine that other action may be appropriate, they would notify RDQH in State Office for further action.

Application Mapping

- Manual Process

Common Process CW-Assesses and Determines Action

Category: Common Process

Description

RDQA Assesses and determines appropriate action.

Application Mapping

- Manual Process

Common Decision CW-Deficiency Indicated?

Category: Common Decision

Description

Deficiency noted as the result of the investigation of allegations

Application Mapping

- Manual Process

Common Decision CW-Deficiency Correctable?

Category: Common Decision

Description

Can the deficiency be corrected?

Application Mapping

- Manual Process

Common Decision CW-CAP to be used?

Category: Common Decision

Description

Is it appropriate to develop a corrective action plan to bring the facility/staff into compliance?

Application Mapping

- Manual Process

Common Process CW-Sends RF Corrective Action Plan

Category: Common Process

Description

CW-Sends RF Corrective Action Plan
RF receives a Corrective Action Plan Developed by RDQA

Application Mapping

- Manual Process

Common Decision CW-In Compliance?

Category: Common Decision

Description

Did the corrective action measure achieve its objectives?

Application Mapping

- Manual Process

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process CW-Remove Placement

Category: Common Process

Description

Remove child from placement and close provider record. Or, RDQA terminates agreement with facility and Foster Care Worker removes placed children

Appears on CW-17 Recertification of Foster Home

Application Mapping

- Manual Process

Internal Result CW-Terminates RF/PA Agreement

Category: Internal Event/Result

Description

RCQAD terminates agreement and Foster Care Worker removes placed Children

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-20 Private Placing
- CW-21 Set Rates for RF

Common Process CW-Remove Placement

Category: Common Process

Description

Remove child from placement and close provider record. Or, RDQA terminates agreement with facility and Foster Care Worker removes placed children

Appears on CW-17 Recertification of Foster Home

Application Mapping

- Manual Process

Internal Result CW-Terminates RF/PA Agreement

Category: Internal Event/Result

Description

RCQAD terminates agreement and Foster Care Worker removes placed Children

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-20 Private Placing
- CW-21 Set Rates for RF

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

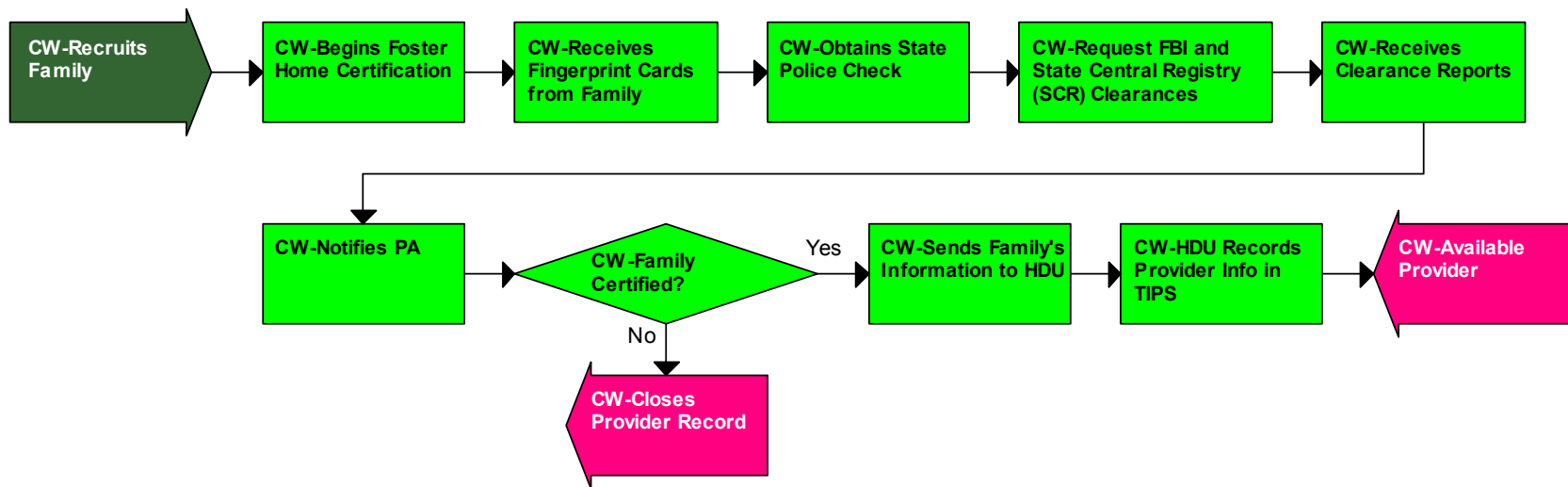
Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-20 Private Placing
- CW-21 Set Rates for RF

CW-20 Private Placing

Diagram: CW-20 Private Placing



Description

The diagram, CW-20 Private Placing, shows how private child placing agencies secure clearances and have families registered with OCS.

CW-20 Private Placing details the Process: CW-20 Private Placing Agency

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Recruits Family

Category: Internal Event/Result

Description

PA recruits a family for foster home certification

Common Process CW-Begins Foster Home Certification

Category: Common Process

Description

PA recruits a family for foster home for certification by the private agency

Application Mapping

- Manual Process

Common Process CW-Receives Fingerprint Cards from Family

Category: Common Process

Description

PA receives fingerprints from the family and secures State Police check through OCS

Application Mapping

- Manual Process

Common Process CW-Obtains State Police Check

Category: Common Process

Description

PA sends fingerprints from the family to OCS, who sends to State Police of clearance.

Application Mapping

- Manual Process

Common Process CW-Request FBI and State Central Registry (SCR) Clearances

Category: Common Process

Description

Regional Home Development Worker (RH DU) conducts FBI and State Central Registry (SCR) clearances

Application Mapping

- Manual Process

Common Process CW-Receives Clearance Reports

Category: Common Process

Description

RH DU receives clearance reports

Application Mapping

- Manual Process

Common Process CW-Notifies PA

Category: Common Process

Description

RH DU sends letter with FBI and SCR results to PA.

Application Mapping

- Manual Process

Common Decision CW-Family Certified?

Category: Common Decision

Description

Adoption: Is the prospective adoptive family certified to take an adoptive placement? For PA: Does the Private Agency certify the foster home for agency use?

Appears on CW-08 Conduct Adoptive Search

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Sends Family's Information to HDU

Category: Common Process

Description

The family's information is sent to Home Development Unit (HDU) in Regional Office (LA-Form 431)

Common Process CW-HDU Records Provider Info in TIPS

Category: Common Process

Description

HDU records info on the provider, enters into TIPS and receives unique provider number.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-21 Set Rates for RF

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

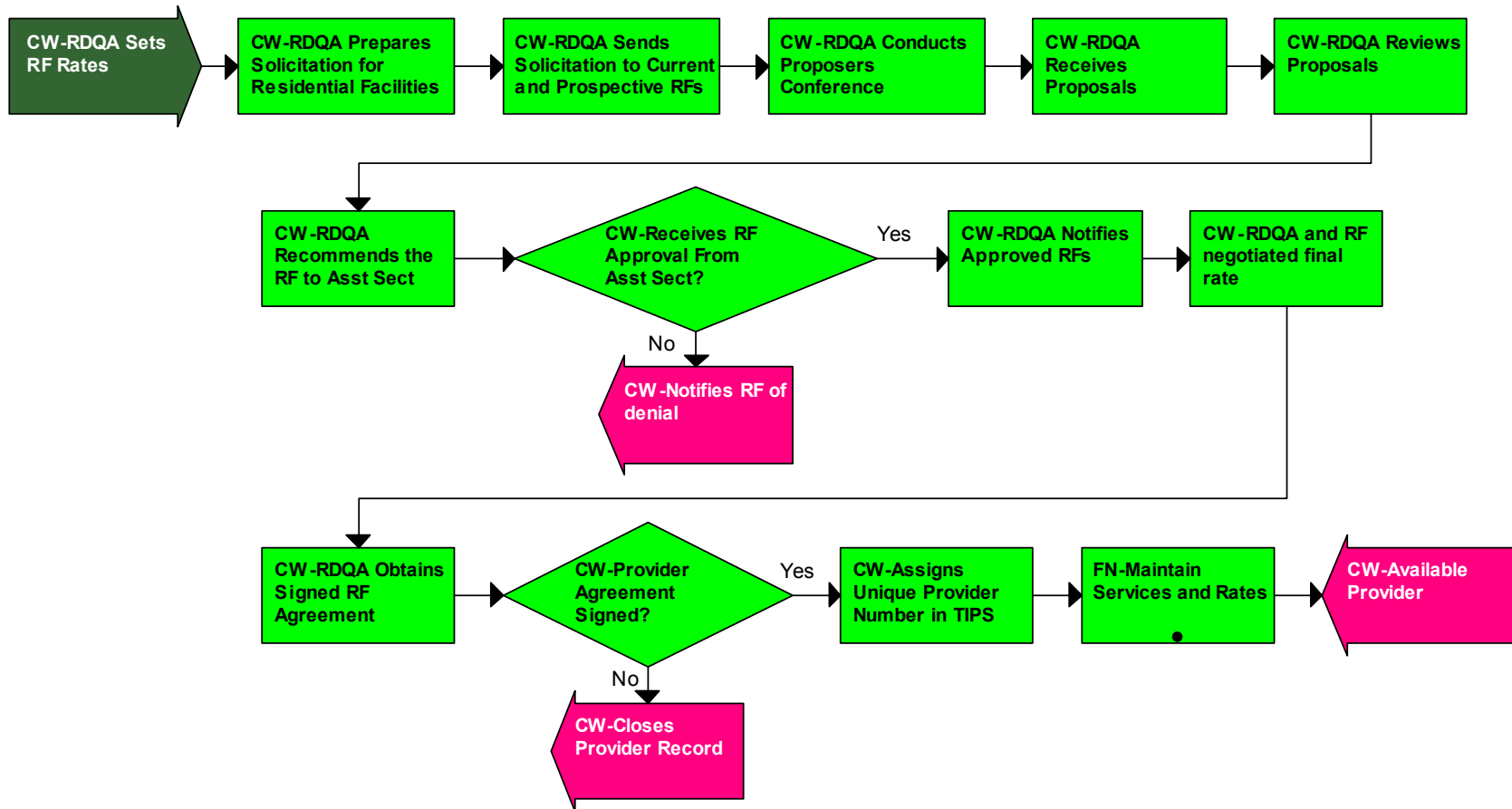
Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility
- CW-21 Set Rates for RF

CW-21 Set Rates for RF

Diagram: CW-21 Set Rates for RF



Description

The diagram, CW-21 Set Rates for RF, shows how OCS sets rates for the various residential placement facilities used.

CW-21 Set Rates for RF details the Process: CW-21 Set Rates for RF

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-RDQA Sets RF Rates

Category: Internal Event/Result

Description

Annually State Office Budget Unit allocates budget for residential services

Common Process CW-RDQA Prepares Solicitation for Residential Facilities

Category: Common Process

Description

Prepares Solicitation for Residential Facilities.

Application Mapping

- Manual Process

Common Process CW-RDQA Sends Solicitation to Current and Prospective RFs

Category: Common Process

Description

Every 3 years RDQA issues solicitation to current and prospective Residential Facilities.

Application Mapping

- Manual Process

Common Process CW-RDQA Conducts Proposers Conference

Category: Common Process

Description

RDQA schedules and holds proposers conference.

Application Mapping

- Manual Process

Common Process CW-RDQA Receives Proposals

Category: Common Process

Description

RF sends in proposals to RDQA.

Application Mapping

- Manual Process

Common Process CW-RDQA Reviews Proposals

Category: Common Process

Description

RDQA reviews submitted proposals.

Application Mapping

- Manual Process

Common Process CW-RDQA Recommends the RF to Asst Sect

Category: Common Process

Description

RDQA Recommends the RF to the Assistant Secretary.

Application Mapping

- Manual Process

Common Decision CW-Receives RF Approval From Asst Sect?

Category: Common Decision

Description

OCS Assistant Secretary reviews and approves/denies the RF selections and returns to the RDQA for processing

Application Mapping

- Manual Process

Common Process CW-RDQA Notifies Approved RFs

Category: Common Process

Description

RDQA notifies selected RF.

Application Mapping

- Manual Process

Common Process CW-RDQA and RF negotiated final rate

Category: Common Process

Description

RDQA and RF negotiate final rate.

Application Mapping

- Manual Process

Common Process CW-RDQA Obtains Signed RF Agreement

Category: Common Process

Description

RDQA and RF sign Provider Agreement following rate negotiation.

Application Mapping

- Manual Process

Common Decision CW-Provider Agreement Signed?

Category: Common Decision

Description

Did the provider sign the Agreement?

Application Mapping

- Manual Process

Common Process CW-Assigns Unique Provider Number in TIPS

Category: Common Process

Description

RF is assigned a unique provider number in TIPS and establishes/ updates rate information

Application Mapping

- TIPS
- Semi Automated Process

Common Process FN-Maintain Services and Rates

Category: Common Process

Description

Whenever a new service is established, or a provider rate is created, both OCS and OFS must perform certain functions. In OFS, a new service would require a setup in JAS, CAPS, LAMI, and ISIS.

Is further detailed on FN-Maintain Services and Rates

Appears on

- CW-05 Child Placement
- CW-05c Placement in Residential Facility
- CW-18 Establish Residential Facility
- CW-18 Establish Residential Facility
- CW-18a Establish Agreement with RF/PA

Internal Result CW-Available Provider

Category: Internal Event/Result

Description

Home ready to receive placements through PA

Appears on

- CW-18a Establish Agreement with RF/PA
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-19 RF/PA Investigation
- CW-20 Private Placing

Internal Result CW-Closes Provider Record

Category: Internal Event/Result

Description

Close the provider record

Appears on

- CW-15 Initial Recruitment FH/Adoptive Home
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-16 Initial Certification Foster Home
- CW-17 Recertification of Foster Home
- CW-17 Recertification of Foster Home
- CW-18 Establish Residential Facility

- CW-20 Private Placing

Internal Result CW-Notifies RF of denial

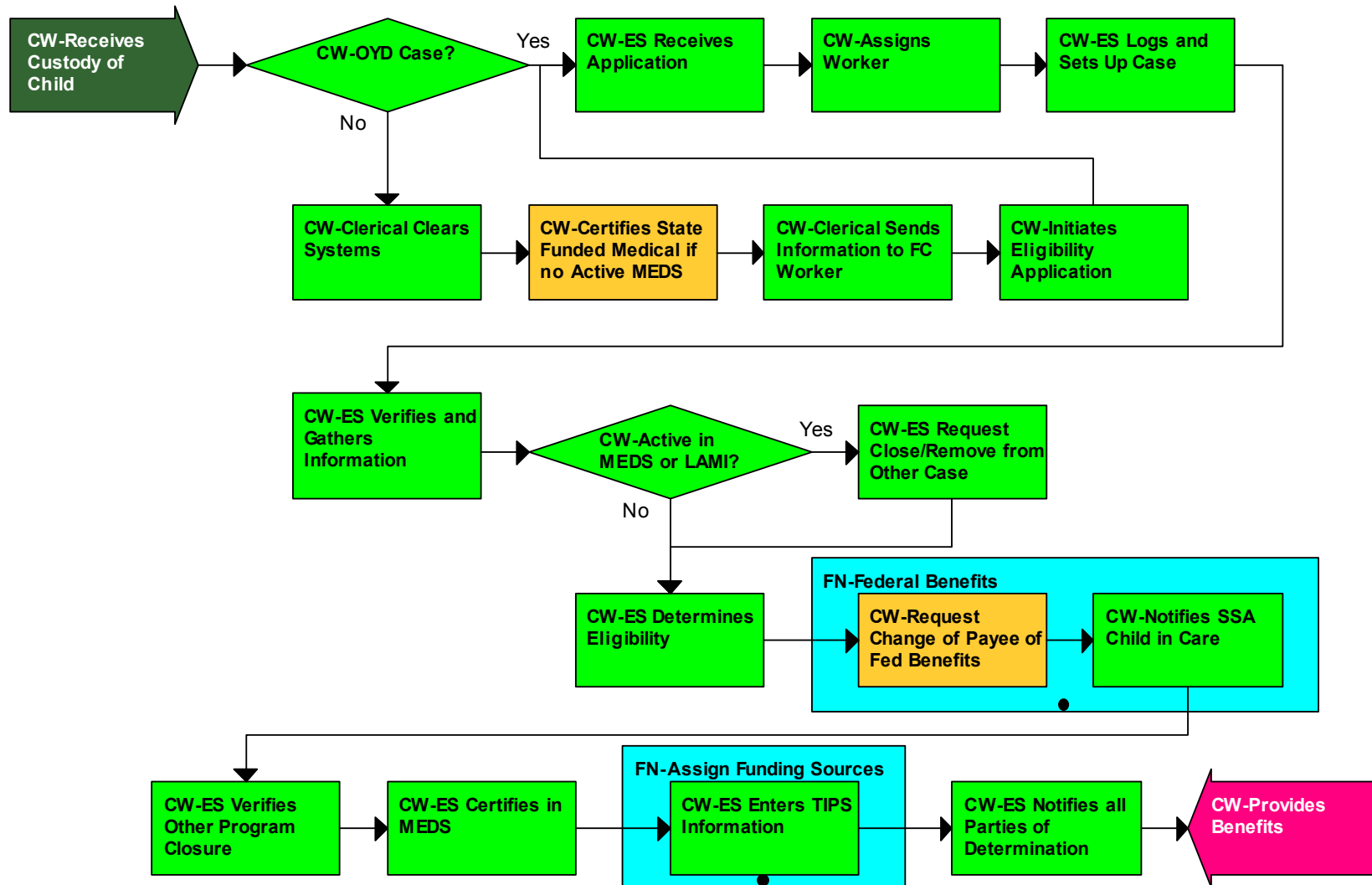
Category: Internal Event/Result

Description

A notice is sent to the proposer indicating that the Assistant Secretary has denied their proposal.

CW-22 Determine Eligibility

Diagram: CW-22 Determine Eligibility



Description

The diagram, CW-22 Determine Eligibility, shows how foster care eligibility applications are received by eligibility staff and how linkage to the Federal eligibility and Medicaid programs is established and processed.

CW-22 Determine Eligibility details the Process: CW-22 Determine Eligibility

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Receives Custody of Child

Category: Internal Event/Result

Description

Child enters custody

Common Decision CW-OYD Case?

Category: Common Decision

Description

Is this an Office of Youth Development (OYD) case?

Application Mapping

- Manual Process

Common Process CW-ES Receives Application

Category: Common Process

Description

Eligibility Supervisor receives application and assigns case.

Application Mapping

- Manual Process

Common Process CW-Assigns Worker

Category: Common Process

Description

Intake Supervisor assigns CPI Worker
Initial HD Worker assigned to PR
Ongoing worker assigned to PR
ES receives application and assigns case
Transfer case to Adoptions and assign an Adoptions worker.
Assign Adoption Petition Worker

Appears on

- CW-02 Investigation In Home
- CW-07 Change Goal / Adoption
- CW-10 Adoption Petition
- CW-15 Initial Recruitment FH/Adoptive Home
- CW-16 Initial Certification Foster Home
- CW-19 RF/PA Investigation

Application Mapping

- TIPS
- Manual Process
- TIPS Adoption Petition Subsystem
- Semi Automated Process

Common Process CW-ES Logs and Sets Up Case

Category: Common Process

Description

ES logs case into application log, sets up case and gathers/verifies system information

Application Mapping

- Manual Process

Common Process CW-ES Verifies and Gathers Information

Category: Common Process

Description

ES gathers/verifies case information

Application Mapping

- TIPS
- LAMI
- SIEVS
- LASES
- LDET
- MEDS
- BENDEX
- TIPS Client Subsystem
- IRS Inquiry

Common Decision CW-Active in MEDS or LAMI?

Category: Common Decision

Description

Is child active in MEDS or LAMI?

Application Mapping

- LAMI
- MEDS
- Semi Automated Process

Common Process CW-ES Request Close/Remove from Other Case

Category: Common Process

Description

ES Requests OFS to close TANF case and requests DHH to close/remove the child from MEDS.

Application Mapping

- Manual Process

Common Process CW-ES Determines Eligibility

Category: Common Process

Description

ES initiates eligibility determination process

Application Mapping

- Manual Process

Business Process CW-Request Change of Payee of Fed Benefits

Category: Business Process

Description

ES requests a Change of Payee requested through SO Federal Benefits Worker, IF child receiving Federal benefits.

Application Mapping

- Manual Process

Common Process CW-Notifies SSA Child in Care

Category: Common Process

Description

Federal Benefits worker notifies SSA.

Application Mapping

- Manual Process

Common Process CW-ES Verifies Other Program Closure

Category: Common Process

Description

ES verifies closure in other programs

Application Mapping

- LAMI
- MEDS
- Semi Automated Process

Common Process CW-ES Certifies in MEDS

Category: Common Process

Description

ES certifies eligibility in the MEDS system

Application Mapping

- MEDS
- Semi Automated Process

Common Process CW-ES Enters TIPS Information

Category: Common Process

Description

ES enters TIPS information for OCS case

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-ES Notifies all Parties of Determination

Category: Common Process

Description

ES notifies parties (E.g., OYD, Foster Care, etc) of outcome of eligibility determination.

Application Mapping

- MD

Internal Result CW-Provides Benefits

Category: Internal Event/Result

Description

Eligibility has been determined and benefits will be provided.

Common Process CW-Clerical Clears Systems

Category: Common Process

Description

Clerical Clears Systems

Application Mapping

- TIPS
- LAMI
- MEDS
- TIPS Client Subsystem
- Semi Automated Process

Business Process CW-Certifies State Funded Medical if no Active MEDS

Category: Business Process

Description

If no active MEDS case, certifies in State-funded medical program

Application Mapping

- MEDS
- Semi Automated Process

Common Process CW-Clerical Sends Information to FC Worker

Category: Common Process

Description

Clerical gives results of clearance (E.g., system print out or other results) to FC Worker

Application Mapping

- Manual Process

Common Process CW-Initiates Eligibility Application

Category: Common Process

Description

Foster Care worker initiates Eligibility application

Application Mapping

- Manual Process

Common Process FN-Assign Funding Sources

Category: Common Process

Description

Process by which each office determines how a program/service is funded.

Is further detailed on FN-Assign Funding Sources

Appears on CW-23 Recertification & Change

Business Process FN-Federal Benefits

Category: Business Process

Description

Federal Benefits are those payments made to OCS, by the Social Security Administration (SSA), on behalf of a client.

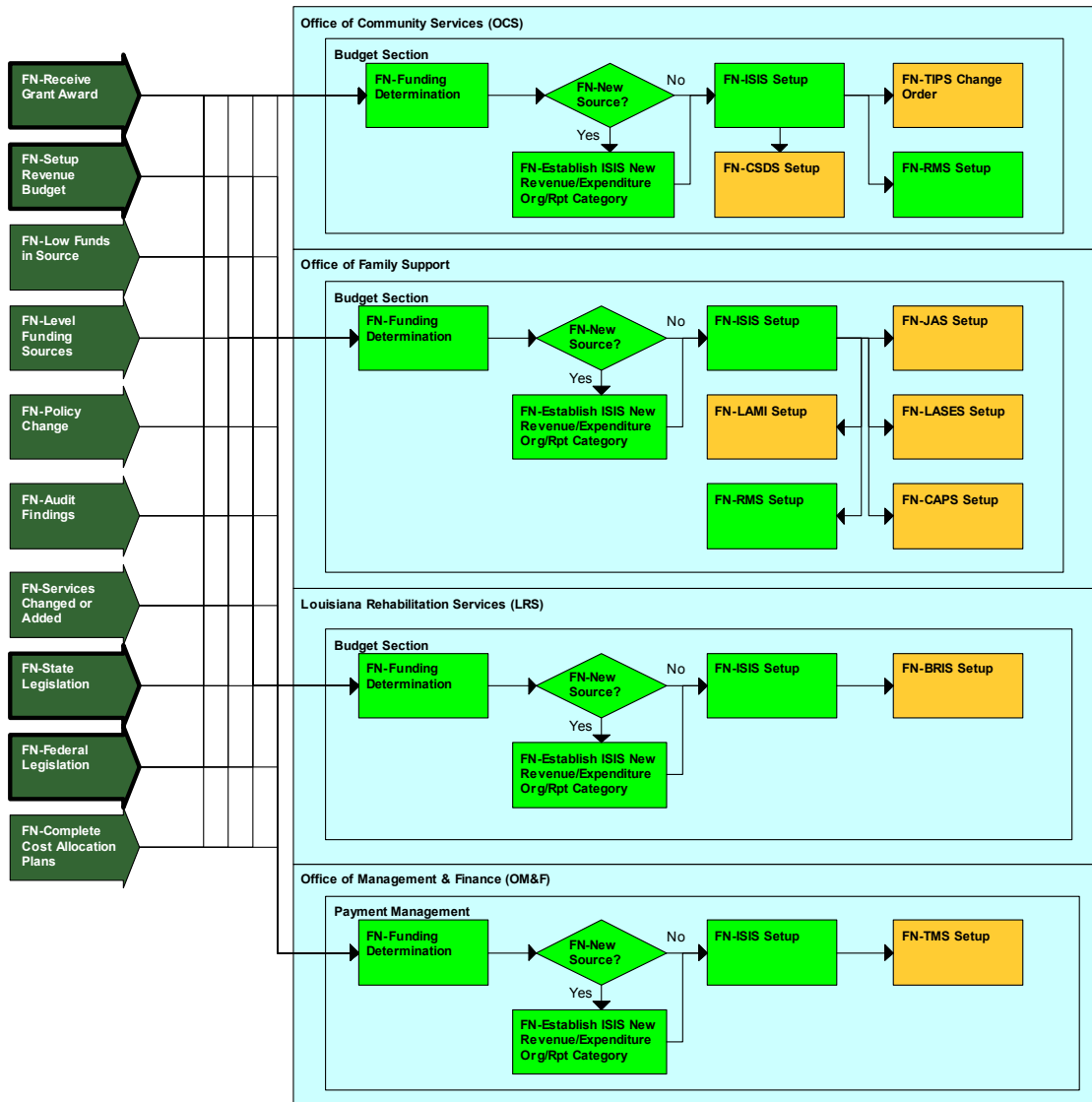
Is further detailed on FN-Federal Benefits

Appears on

- CW-25 SSA Benefit Reconsideration and Appeal
- CW-25 SSA Benefit Reconsideration and Appeal
- CW-24 Maintain Fed Benefits

FN-Assign Funding Sources

Diagram: FN-Assign Funding Sources



Description

As part of their ongoing financial management practice, each Office has a Budget Section that manages the assignment of funding sources to the various services provided by their respective Office.

FN-Assign Funding Sources details the Process: FN-Assign Funding Sources

Appears on

- CW-22 Determine Eligibility
- CW-23 Recertification & Change

External Event FN-Receive Grant Award

Category: External Event

Description

Annual Grant Letter is sent to the appropriate office by the appropriate federal agency.

Common Process FN-Funding Determination

Category: Common Process

Description

Make determination on how funding sources are used. OCS funding determination order: mandated, order of state preference, types of funds available. OM&F make assignments of funding sources based on what's available to client (contributions, ssi, etc.). Assignment of funding sources are based on source, service eligibility, client eligibility. OM&F Cost Allocation Supervisor has to

setup expenditure and/or revenue coding in ISIS once the funding source has been identified.

OFS does cost allocation at the Parish level. Done through RMS via three sources. Information goes to OM&F Fiscal (via RMS) which formulates reports. Reports generate cost allocation at Parish based on RMS/other stats monthly. Other is comprised of salary cost, type of program, # docs/cases. Cost allocation system feeds ISIS. OM&F Federal Report (cost allocation and ISIS) to feds quarterly. Financial statements to OCS/OFS/LRS monthly.

Common Decision FN-New Source?

Category: Common Decision

Description

Is this a brand new funding source? For example, a federal agency has created a new service initiative for states and is funding the initiative through a new funding stream.

Common Process FN-ISIS Setup

Category: Common Process

Description

For assignment of funding sources; the ISIS system is modified to reflect the cost allocation of funding sources to programs and services. Federal, State General Funds, Self Generated, Statutory Dedications and Interagency transfers are the different means of financing for OCS and OFS.

Business Process FN-TIPS Change Order

Category: Business Process

Description

If the assignment of a funding source requires a modification to codes used in TIPS, a change order must be issued.

Business Process FN-CSDS Setup

Category: Business Process

Description

Set up process for the OCS contracts system - CSDS.

Appears on FN-Maintain Services and Rates

Common Process FN-RMS Setup

Category: Common Process

Description

Depending on the Assignment of Funding Source, the RMS system will need to be updated. This will occur if the cost allocation changes as a result of the funding source assignment.

Common Process FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

Category: Common Process

Description

Every new service, program, or organization requires a corresponding setup to be completed in ISIS for expenditures/revenue to be performed.

Application Mapping

- ISIS Financials (Assign Funding Sources, establish revenue/expenditure organization and reporting category for new funding sources)

Common Process FN-Funding Determination

Category: Common Process

Description

Make determination on how funding sources are used. OCS funding determination order: mandated, order of state preference, types of funds available. OM&F make assignments of funding sources based on what's available to client (contributions, ssi, etc.). Assignment of funding sources are based on source, service eligibility, client eligibility. OM&F Cost Allocation Supervisor has to setup expenditure and/or revenue coding in ISIS once the funding source has been identified.

OFS does cost allocation at the Parish level. Done through RMS via three sources. Information goes to OM&F Fiscal (via RMS) which formulates reports. Reports generate cost allocation at Parish based on RMS/other stats monthly. Other is comprised of salary cost, type of program, # docs/cases. Cost allocation system feeds ISIS. OM&F Federal Report (cost allocation and ISIS) to feds quarterly. Financial statements to OCS/OFS/LRS monthly.

Common Decision FN-New Source?

Category: Common Decision

Description

Is this a brand new funding source? For example, a federal agency has created a new service initiative for states and is funding the initiative through a new funding stream.

Common Process FN-ISIS Setup

Category: Common Process

Description

For assignment of funding sources; the ISIS system is modified to reflect the cost allocation of funding sources to programs and services. Federal, State General Funds, Self Generated, Statutory Dedications and Interagency transfers are the different means of financing for OCS and OFS.

Business Process FN-JAS Setup

Category: Business Process

Description

Report Category Setup. As a result of assignment of funding sources, the JAS system is modified to reflect the cost allocation of funding sources to programs and services.

Appears on FN-Maintain Services and Rates

Business Process FN-LAMI Setup

Category: Business Process

Description

As a result of assignment of funding sources, the L'AMI system is modified to reflect the cost allocation of funding sources to programs and services.

Business Process FN-LASES Setup

Category: Business Process

Description

Report Category Setup. As a result of assignment of funding sources, the LASES system is modified to reflect the cost allocation of funding sources to programs and services.

Common Process FN-RMS Setup

Category: Common Process

Description

Depending on the Assignment of Funding Source, the RMS system will need to be updated. This will occur if the cost allocation changes as a result of the funding source assignment.

Business Process FN-CAPS Setup

Category: Business Process

Description

As a result of assignment of funding sources, the CAPS system is modified to reflect the cost allocation of funding sources to programs and services.

Appears on FN-Maintain Services and Rates

Common Process FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

Category: Common Process

Description

Every new service, program, or organization requires a corresponding setup to be completed in ISIS for expenditures/revenue to be performed.

Application Mapping

- ISIS Financials (Assign Funding Sources, establish revenue/expenditure organization and reporting category for new funding sources)

Common Process FN-Funding Determination

Category: Common Process

Description

Make determination on how funding sources are used. OCS funding determination order: mandated, order of state preference, types of funds available. OM&F make assignments of funding sources based on what's available to client (contributions, ssi, etc.). Assignment of funding sources are based on source, service eligibility, client eligibility. OM&F Cost Allocation Supervisor has to setup expenditure and/or revenue coding in ISIS once the funding source has been identified.

OFS does cost allocation at the Parish level. Done through RMS via three sources. Information goes to OM&F Fiscal (via RMS) which formulates reports. Reports generate cost allocation at Parish based on RMS/other stats monthly. Other is comprised of salary cost, type of program, # docs/cases. Cost allocation system feeds ISIS. OM&F Federal Report (cost allocation and ISIS) to feds quarterly. Financial statements to OCS/OFS/LRS monthly.

Common Decision FN-New Source?

Category: Common Decision

Description

Is this a brand new funding source? For example, a federal agency has created a new service initiative for states and is funding the initiative through a new funding stream.

Common Process FN-ISIS Setup

Category: Common Process

Description

For assignment of funding sources; the ISIS system is modified to reflect the cost allocation of funding sources to programs and services. Federal, State General Funds, Self Generated, Statutory Dedications and Interagency transfers are the different means of financing for OCS and OFS.

Business Process FN-BRIS Setup

Category: Business Process

Description

As a result of assignment of funding sources, the BRIS system is modified to reflect the cost allocation of funding sources to programs and services.

Common Process FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

Category: Common Process

Description

Every new service, program, or organization requires a corresponding setup to be completed in ISIS for expenditures/revenue to be performed.

Application Mapping

- ISIS Financials (Assign Funding Sources, establish revenue/expenditure organization and reporting category for new funding sources)

Common Process FN-Funding Determination

Category: Common Process

Description

Make determination on how funding sources are used. OCS funding determination order: mandated, order of state preference, types of funds available. OM&F make assignments of funding sources based on what's available to client (contributions, ssi, etc.). Assignment of funding sources are based on source, service eligibility, client eligibility. OM&F Cost Allocation Supervisor has to setup expenditure and/or revenue coding in ISIS once the funding source has been identified.

OFS does cost allocation at the Parish level. Done through RMS via three sources. Information goes to OM&F Fiscal (via RMS) which formulates reports. Reports generate cost allocation at Parish based on RMS/other stats monthly. Other is comprised of salary cost, type of program, # docs/cases. Cost allocation system feeds ISIS. OM&F Federal Report (cost allocation and ISIS) to feds quarterly. Financial statements to OCS/OFS/LRS monthly.

Common Decision FN-New Source?

Category: Common Decision

Description

Is this a brand new funding source? For example, a federal agency has created a new service initiative for states and is funding the initiative through a new funding stream.

Common Process FN-ISIS Setup

Category: Common Process

Description

For assignment of funding sources; the ISIS system is modified to reflect the cost allocation of funding sources to programs and services. Federal, State General Funds, Self Generated, Statutory Dedications and Interagency transfers are the different means of financing for OCS and OFS.

Business Process FN-TMS Setup

Category: Business Process

Description

If the assignment of the funding source change resulted in a TMS related code change, then TMS must be modified.

Common Process FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

Category: Common Process

Description

Every new service, program, or organization requires a corresponding setup to be completed in ISIS for expenditures/revenue to be performed.

Application Mapping

- ISIS Financials (Assign Funding Sources, establish revenue/expenditure organization and reporting category for new funding sources)

External Event FN-Setup Revenue Budget

Category: External Event

Description

When the Revenue Budget set up is completed, the assignment of funding sources will need to be reviewed.

Internal Event FN-Low Funds in Source

Category: Internal Event/Result

Description

Similar to Level Funding Sources, but more of a point in time (e.g. an emergency) action.

Internal Event FN-Level Funding Sources

Category: Internal Event/Result

Description

When one 'funding source' is too low, and another has excess reserves; OCS may decide to 'level' these within the state and federal constraints.

Internal Event FN-Policy Change

Category: Internal Event/Result

Description

Part, or all, of an existing DSS policy changes as a result of legislation.

Internal Event FN-Audit Findings

Category: Internal Event/Result

Description

DSS organization has undergone an Audit which resulted in some findings.

Internal Event FN-Services Changed or Added

Category: Internal Event/Result

Description

If a program service is added or an existing service modified, the assignment of the funding source may have to be revisited.

External Event FN-State Legislation

Category: External Event

Description

State legislation, often driven by federal mandates for a given program, may require revisiting the assignment of various funding sources.

External Event FN-Federal Legislation

Category: External Event

Description

Fed legislation may require the Assign Funding Sources process to be initiated.

Internal Event FN-Complete Cost Allocation Plans

Category: Internal Event/Result

Description

Office completes a cost allocation plan, initiates the Assign Funding Sources process.

Organization Office of Community Services (OCS)**Appears on**

- FN-Automatic Payments
- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Federal Benefits

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?
- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system

- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?
- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization

- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info
- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment

- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation
- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office

- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts
- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker

- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process
- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets

- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts
- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust

- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment
- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Family Support

Appears on 01-Project Kick Off

Process: Mapping

- FN-JAS Setup
- FN-Change in the viability of continuing a recovery act
- FN-CAPS Setup
- FN-Determine Eligibility
- TA&CC-Time
- FN-Lack of response to demand letter
- FN-Change in the benefit level of the client
- TA&CC-Provider Search

- FN-Change in grant amount
- FN-TMS Setup
- FN-Verify Eligibility
- FN-LASES Setup
- TA&CC-User Guide Changes
- TA&CC-Policy Change
- FN-Monthly Batch Files are Received
- FN-LAMI Setup
- FN-Client makes payment
- FN-Fraud and Recovery
- FN-RMS Setup
- TA&CC-Announcements are made
- TA-FindWork
- FN-Funding Determination
- FN-20CD is completed.
- CC-Childcare
- FN-Payments, overpayments, SSN correction

Organization Louisiana Rehabilitation Services (LRS)

Appears on

- FN-Automatic Payments

- FN-Emergency Payments
- FN-ISIS Payments
- FN-Semi-Automatic Payments
- FN-Maintain Services and Rates
- FN-Budget

Process: Mapping

- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-Create Service Authorization
- FN-Enter Service Authorization
- FN-Track Client
- FN-Check Batch Process
- FN-Invoice Generation
- FN-Send Invoice to Provider
- FN-Notify Vendor/Provider of Overpayment
- FN-Enter Payment Information into ISIS
- FN-BRIS Setup
- FN-Sign Service Authorization
- FN-Validate Invoice/Receipts
- FN-AFS Setup

- FN-Compare Against RL List
- FN-Process Payment
- FN-Validation
- FN-Submit Governor's Budget to Legislature
- FN-Create Payment History Record
- FN-Payment Batch Cycle
- FN-Enter Invoice Into Spreadsheets
- FN-Enter Emergency Request into BRIS

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Federal Benefits

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?
- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run

- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference
- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review

- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?

- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider
- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS

- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.
- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS

- FN-Recieve Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created
- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup

- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update
- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher

- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?
- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank

- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable
- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report

- FN-OMF sends info to Postal Inspector

Organization Budget Section

Appears on FN-Maintain Services and Rates

Process: Mapping

- FN-Assistant Secretary and Staff Testify
- FN-ISIS Setup
- FN-Refine Budget Request
- FN-Year End Close Books
- FN-TIPS Setup
- FN-CFMS Setup
- FN-Finalize Budget
- FN-New Source?
- FN-Funding Determination
- FN-Establish Program Performance Goals
- FN-Receive Final Statement of Expenditure
- FN-LASES Setup
- FN-Contract?
- FN-Determine Detailed Expenditure Levels

- FN-RMS Setup
- FN-Spread Approved Budget
- FN-BA22 Spreadsheet
- FN-Cost Allocation Run
- FN-Respond to DoA Budget Questions
- FN-Make Revenue Projections.
- FN-Review Program Summary Report
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Receive Approval
- FN-Respond to Legislative Questions
- FN-Monitor and Report on Expenditures
- FN-LAMI Setup
- FN-Review Budget Request
- FN-BRIS Setup
- FN-Gather Prior Year Expenditure info.
- FN-AFS Setup
- FN-Develop workload adjustments and new/expanded programs.
- FN-CSDS Setup
- FN-Submit Schedule to DSS

Organization Budget Section

Appears on FN-Maintain Services and Rates

Process: Mapping

- FN-Assistant Secretary and Staff Testify
- FN-ISIS Setup
- FN-Refine Budget Request
- FN-Year End Close Books
- FN-TIPS Setup
- FN-CFMS Setup
- FN-Finalize Budget
- FN-New Source?
- FN-Funding Determination
- FN-Establish Program Performance Goals
- FN-Receive Final Statement of Expenditure
- FN-LASES Setup
- FN-Contract?
- FN-Determine Detailed Expenditure Levels
- FN-RMS Setup
- FN-Spread Approved Budget
- FN-BA22 Spreadsheet
- FN-Cost Allocation Run

- FN-Respond to DoA Budget Questions
- FN-Make Revenue Projections.
- FN-Review Program Summary Report
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Receive Approval
- FN-Respond to Legislative Questions
- FN-Monitor and Report on Expenditures
- FN-LAMI Setup
- FN-Review Budget Request
- FN-BRIS Setup
- FN-Gather Prior Year Expenditure info.
- FN-AFS Setup
- FN-Develop workload adjustments and new/expanded programs.
- FN-CSDS Setup
- FN-Submit Schedule to DSS

Organization Budget Section

Appears on FN-Maintain Services and Rates

Process: Mapping

- FN-Assistant Secretary and Staff Testify
- FN-ISIS Setup
- FN-Refine Budget Request
- FN-Year End Close Books
- FN-TIPS Setup
- FN-CFMS Setup
- FN-Finalize Budget
- FN-New Source?
- FN-Funding Determination
- FN-Establish Program Performance Goals
- FN-Receive Final Statement of Expenditure
- FN-LASES Setup
- FN-Contract?
- FN-Determine Detailed Expenditure Levels
- FN-RMS Setup
- FN-Spread Approved Budget
- FN-BA22 Spreadsheet
- FN-Cost Allocation Run
- FN-Respond to DoA Budget Questions
- FN-Make Revenue Projections.
- FN-Review Program Summary Report
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category

- FN-Receive Approval
- FN-Respond to Legislative Questions
- FN-Monitor and Report on Expenditures
- FN-LAMI Setup
- FN-Review Budget Request
- FN-BRIS Setup
- FN-Gather Prior Year Expenditure info.
- FN-AFS Setup
- FN-Develop workload adjustments and new/expanded programs.
- FN-CSDS Setup
- FN-Submit Schedule to DSS

Organization Payment Management

Process: Mapping

- FN-Payment Batch Cycle
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Bank Recon and ISIS
- FN-Send Notice to Provider/Vendor
- FN-Funding Determination

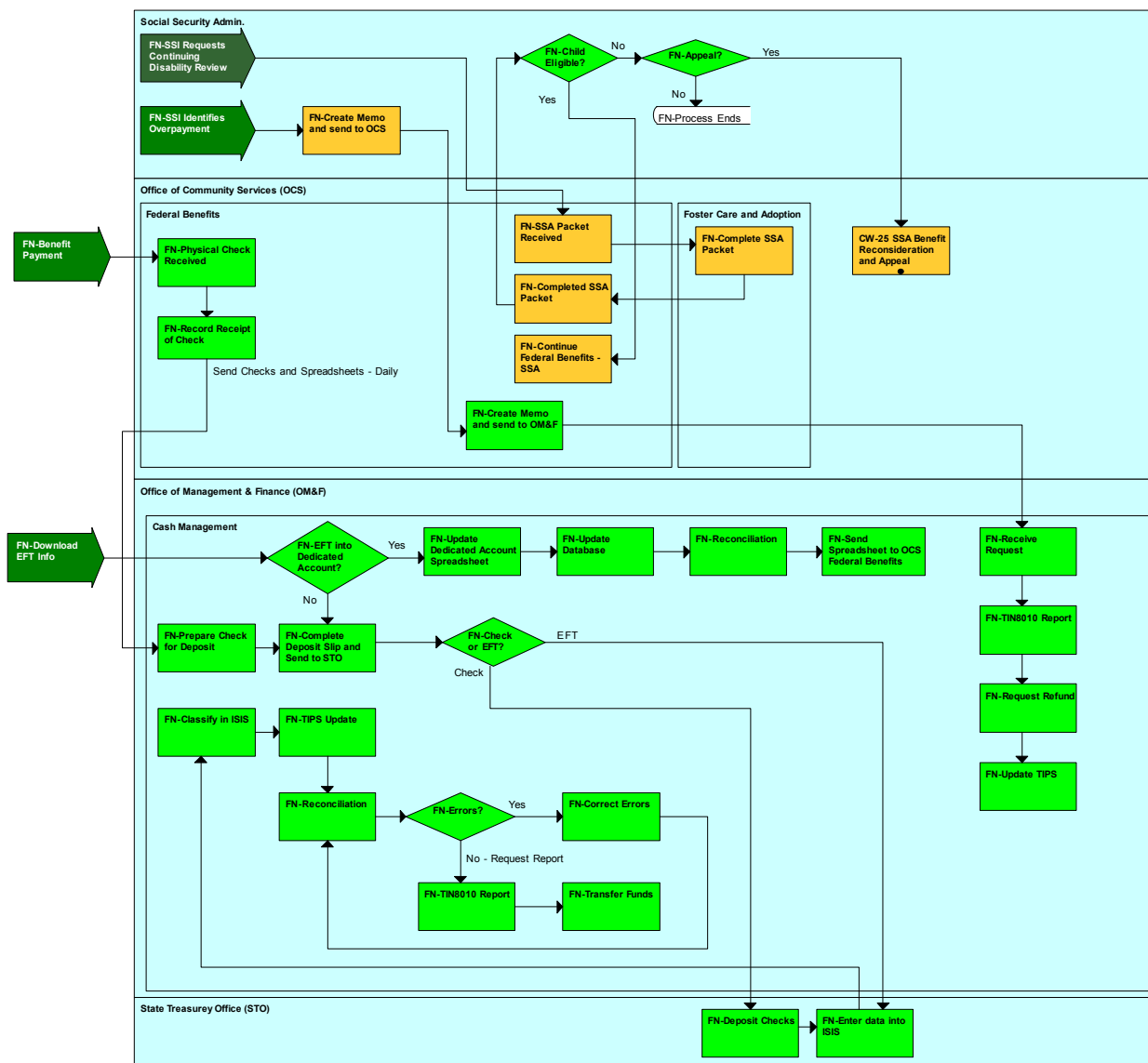
- FN-Refund/Recoup Process
- FN-Paid?
- FN-Receive Notification
- FN-Two checks are created
- FN-Setup Receivable
- FN-Complete Check Cancellation Input Form
- FN-Setup Withholding
- FN-Has check been mailed?
- FN-Check Status with Bank/CRDS/ISIS
- FN-Pull Check
- FN-Review "Open Payable" Records
- FN-Cancelled?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag
- FN-One check is created
- FN-Issue Check
- FN-Enter a J1 Document in ISIS
- FN-Research Original Invoice
- FN-Send 2nd Notice to Provider/Vendor
- FN-New Source?
- FN-Provider/Vendor under Lien?
- FN-Receive Notification

- FN-Complete Routing Memo
- FN-CFMS Payment or Refund?
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research Vendor or Provider
- FN-Lien = Payment?
- FN-Is refund amount more than original check?
- FN-From a Sheriff?
- FN-Setup as a receivable, if necessary
- FN-Update Disposition (311)
- FN-Update Appropriate Systems
- FN-Notify Payment Management to continue.
- FN-Send W9 to Provider/Vendor
- FN-Update Spreadsheet
- FN-Record Adjustment
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Staff Attorney Reviews
- FN-Update DSS Systems with Lien/Levy
- FN-ISIS Check?
- FN-Request Check
- FN-Cancel Check in Appropriate System
- FN-Update ISIS with Lien/Levy
- FN-Credit Memo

- FN-Staff Attorney Approval?
- FN-Send back difference
- FN-Correction or Time Expires?
- FN-Payment History Adjustment (if necessary)
- FN-ISIS updated with payment information
- FN-ISIS Setup
- FN-ISIS Payment?
- FN-Update Financial History

FN-Federal Benefits

Diagram: FN-Federal Benefits



Description

Federal Benefits are those payments made to OCS, by the Social Security Administration (SSA), on behalf of a client. There are two primary events that initiate this set of processes; a request by SSA for determining whether or not a client is still eligible for disability benefits, and a payment being received by the OCS Federal Benefits organization.

FN-Federal Benefits details the Process: FN-Federal Benefits

Appears on

- CW-22 Determine Eligibility
- CW-25 SSA Benefit Reconsideration and Appeal
- CW-25 SSA Benefit Reconsideration and Appeal
- CW-24 Maintain Fed Benefits

Internal Event FN-Download EFT Info

Category: Internal Event/Result

Decision FN-EFT into Dedicated Account?

Category: Decision

Description

EFT to dedicated account?

Common Process FN-Update Dedicated Account Spreadsheet

Category: Common Process

Description

OM&F Appropriations Supervisor uses Summary of Funded Expenditures from TIN8010 for entering ISIS to transfer funds to offset expenditures

Application Mapping

- ISIS Financials

Common Process FN-Update Database

Category: Common Process

Common Process FN-Reconciliation

Category: Common Process

Description

OMF Worker requests the TIN8000 Validation report from TIPS Support to be used to reconcile against original PIVs and Access EFT report

Common Process FN-Send Spreadsheet to OCS Federal Benefits

Category: Common Process

Common Process FN-Complete Deposit Slip and Send to STO

Category: Common Process

Description

OM&F Cash Management prepares checks for deposit and completes pre-numbered deposit ticket. No deposit slip is completed for EFT's to the Dedicated Account. If not a deposit(EFT) to the Dedicated Account, a deposit slip is completed for the EFT's as well as when depositing checks. The EFT deposit ticket will be for the deposit into the State Treasurer's Office account which is not the same account SSA sends the EFT to. Monies in the Dedicated account remain in that account and are never transferred to the State Treasurer's office account.

Decision FN-Check or EFT?

Category: Decision

Common Process FN-Deposit Checks

Category: Common Process

Description

Deposit the checks into the bank account. OM&F Cash Management completes a routing memo and sends a copy of the check and backup documentation with the routing memo to OM&F Payment Management.

Common Process FN-Enter data into ISIS

Category: Common Process

Description

STO inputs all deposits into ADVANTAGE financial component of ISIS

Application Mapping

- ISIS Financials

Common Process FN-Classify in ISIS

Category: Common Process

Description

Payment type is classified in ISIS

Common Process FN-TIPS Update

Category: Common Process

Description

OMF Worker records deposits into TIPS screen 801 by adding a PIV number and inputting information from cash receipt spreadsheet

Common Process FN-Reconciliation

Category: Common Process

Description

OMF Worker requests the TIN8000 Validation report from TIPS Support to be used to reconcile against original PIVs and Access EFT report

Common Decision FN-Errors?

Category: Common Decision

Description

Reconciliation/audit shows entry errors?

Appears on FN-Worker Reimbursement

Common Process FN-Correct Errors

Category: Common Process

Description

Correct errors in TIPS Screen 801

Common Process FN-TIN8010 Report

Category: Common Process

Description

After PIV's are entered into TIPS, OM&F Worker requests effective month's TIN8010 report, which matches expenditures against Federal Benefits

Common Process FN-Transfer Funds

Category: Common Process

Description

ISIS process. Identification that child incurred expenses and identifies funding source.

Internal Event FN-Benefit Payment

Category: Internal Event/Result

Description

A payment is received from a federal agency.

Common Process FN-Physical Check Received

Category: Common Process

Common Process FN-Record Receipt of Check

Category: Common Process

Description

Check is recorded by Federal Benefits Worker in cash receipt spreadsheet

Common Process FN-Prepare Check for Deposit

Category: Common Process

Description

OM&F Cash Management prepares the deposit ticket, and sends deposit ticket and check to State Treasurer's Office (STO)

Internal Event FN-SSI Requests Continuing Disability Review

Category: Internal Event/Result

Description

Social Security request a review of a DSS client's eligibility to continue in the disability program.

Business Process FN-SSA Packet Received

Category: Business Process

Description

SSA sends packet to Federal Benefits Section, and FB Worker forwards packet to FC Worker to complete

Business Process FN-Complete SSA Packet

Category: Business Process

Description

FC Worker completes forms, provides supporting documentation and returns the packet to Federal Benefits Section

Business Process FN-Completed SSA Packet

Category: Business Process

Description

The packet for Social Security has been completed.

Common Decision FN-Child Eligible?

Category: Common Decision

Description

Is child eligible for federal benefits?

Common Decision FN-Appeal?

Category: Common Decision

Description

Is there an Appeal being issued?

Process Break FN-Process Ends

Program Area CW-25 SSA Benefit Reconsideration and Appeal

Category: Program Area

Description

This object is intended to be a navigational aid. The objects displayed are part of an overview diagram. The diagram list the major process of Child Welfare and are divided into three categories, Service Management, Provider Management and Financial Management. Objects with a visible dot indicate that additional diagrams are associated.

Is further detailed on CW-25 SSA Benefit Reconsideration and Appeal

Appears on CW-00-Child Welfare Main Page

Business Process FN-Continue Federal Benefits - SSA

Category: Business Process

Description

Eligibility review was positive, continue managing the SSA federal benefits on behalf of the client.

Internal Event FN-SSI Identifies Overpayment

Category: Internal Event/Result

Business Process FN-Create Memo and send to OCS

Category: Business Process

Common Process FN-Create Memo and send to OM&F

Category: Common Process

Description

OCS creates a memo requesting repayment of overpayment to OM&F

Common Process FN-Receive Request

Category: Common Process

Description

OM&F Cash Management needs proper coding to use on the check request. For checks for IV-E children, appropriations manager

provides coding. For non IV-E, TIPS report TIN8011 provides coding

Application Mapping

- TIPS

Common Process FN-TIN8010 Report

Category: Common Process

Description

After PIV's are entered into TIPS, OM&F Worker requests effective month's TIN8010 report, which matches expenditures against Federal Benefits

Common Process FN-Request Refund

Category: Common Process

Description

OM&F enters Travel Management System and requests the refund check

Common Process FN-Update TIPS

Category: Common Process

Description

OM&F Worker enters TIPS, and the refund is posted on TIPS 801 screen. For Trusts, screen 802 - type 57.

Application Mapping

- TIPS

Organization Social Security Admin.

Description

DDU

Process: Mapping

- FN-Appeal?
- TA-Eligibility Determination
- FN-Create Memo and send to OCS

Organization Office of Community Services (OCS)

Appears on

- FN-Automatic Payments

- FN-Emergency Payments
- FN-Expedited Payments
- FN-ISIS Payments
- FN-Manual Payments
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Budget
- FN-Assign Funding Sources

Process: Mapping

- FN-Budget
- CW-Child Welfare
- FN- Regular Board?
- FN-CW fills out 300 Form (Provider Agreement form)
- CW-Quality Assurance
- CW-Copy and Send
- FN-Make Revenue Projections.
- FN-Prepare Budget Report
- FN-Enter Invoice Into CSDS
- FN-Missing Samples?

- FN-BA22 Spreadsheet
- FN-Setup as a receivable, if necessary
- FN-SSA Packet Received
- FN-Payment Received?
- FN-Parish Schedules Sampling
- FN-Level of Care/Special Rate
- FN-Obtain Client Identification Information
- CW-Received by Contracts, hand carried to DSS Contract Review
- FN-Enter RMS data into system
- FN-Does Parent Send in Contributions?
- FN-Send Form 216
- FN-CW fills out Form 106A/B
- FN-CFMS Setup
- FN-Send Form to OMF
- CW-Receive 100B
- FN-Contract?
- FN-Obtain TIPS Information
- FN-Physical Check Received
- CW-Scheduling Sessions
- FN-Payment Authorization
- FN-AFS Setup
- FN-Client Specific Payment?

- CW-Correspond via physical letter
- FN-Notify Vendor/Provider of Overpayment
- FN-Send Samples to Parish
- CW-Annual Report
- FN-Leave RMS1 Form
- FN-Completes FAST1 and other Forms
- FN-Service Delivery Related?
- FN-Print Control Listings
- FN-Sign Service Authorization
- FN-Validation
- FN-Send to SO Program Coordinator at Week's End
- FN-Expense with no travel?
- FN-Complete RMS Forms
- CW-Date Event
- FN-Payment Batch Cycle
- FN-Complete Form PMF110
- FN-New Source?
- FN-Send Forms to SO Program Coordinator
- CW-CWA Updates TIPS
- FN-Create Service Authorization
- FN-Send Forms back to Regional Coordinator
- CW-Request to Add/Change Provider/Contract Info

- FN-Fill out Lost/Stolen Check Form
- CW-Closes AP Case
- FN-Valid?
- FN-Process Payment
- FN-Compare Against RL List
- FN-TIPS Setup
- FN-CW procures items for client
- FN-Manipulate Batch Schedule
- FN-Research and Approve Request for Emergency Payment
- FN-RMS Data Entry
- CW-SSA Receives Packet Schedules Hearing
- FN-OCS Fiscal Reviews Form
- CW-Registration
- FN-Complete Invoice
- FN-Complete Form 212 and attach receipts
- FN-Send to Regional RMS Coordinator Weekly
- FN-Setup JV to Referring Office
- FN-Validate Forms
- FN-Eligibility
- FN-Planning
- FN-Random Moment Sampling
- FN-Cost Allocation

- CW-Adoption Subsidy
- FN-RL or Invoice?
- FN-Receive Final Statement of Expenditure
- FN-Childcare
- FN-Notify Child
- FN-Audit Expense Report
- CW-Contract Exam Review
- FN-Input payment in appropriate system
- FN-Notify Parish Office
- FN-Continue Federal Benefits - SSA
- FN-Coordinator Prepares RMS
- FN-Notify OMF that Trust will be created
- FN-Setup Tracking Record
- FN-Notify Family
- FN-Receive Request for Contribution Review
- FN-TIN8010 Report
- FN-Write-off Approved
- CW-DSS reviews and sends to Undersecretary for review and sign.
- FN-RMS Setup
- CW-14 Maintain Voluntary Reunion
- FN-Regions Validate Sample
- FN-Validate Invoice/Receipts

- FN-Existing Trust Fund?
- FN-Funding Determination
- CW-Received signed contract from Provider
- FN-Worker Available?
- FN-Gather Prior Year Expenditure info.
- FN-Make Parish Copy
- FN-TIPS Change Order
- CW-Receive 100A
- FN-Send back to Worker
- FN-Receive Invoice/Form/Call/Receipts
- FN-Completed SSA Packet
- FN-Invoice/Receipt Approved?
- FN-Receive Form 213
- FN-Complete SSA Packet
- CW-Final Physical Document
- FN-Request for Refund
- CW-Contract initiated, mailed to Provider
- CW-Tracking Training
- FN-EFT or Mailed Check?
- FN-Forward Invoice to OM&F
- FN-Receive Letter from SSA
- FN-Check Batch Process

- CW-ICPC-1 Send
- FN-Supervisor Reviews and approves
- FN-080 or LaCarte?
- FN-Write-Off
- FN-Notify Provider
- FN-Complete Form PMF108
- FN-Correct Form
- FN-Invoice/Receipt Data Entry
- FN-Enter Invoice Into Spreadsheets
- FN-Refer to SES?
- FN-Submit Governor's Budget to Legislature
- FN-Enter Reimbursement into TIPS
- FN-Self Report
- FN-Create Memo and send to OM&F
- FN-Enter Underpayment Corrections in appropriate system or complete FW40
- FN-Observed
- CW-Supervisor Review and Approval of 213
- FN-Rollup Provider Payments into 1 Consolidated Payment
- FN-Send Form to OCS Fiscal
- FN-Worker Contacts Coordinator
- CW-Review, validate contract, request funding
- FN-Return Invoice/Receipts

- FN-Delivers/Mail Invoice to Vendor
- FN-Record Receipt of Check
- FN-Enter Payment Information into ISIS
- FN-Supervisor Review and Approval of PMF108
- FN-Complete Cash Receipt Spreadsheet
- FN-Manually Created in TIPS
- FN-Errors on Forms?
- FN-CSDS Setup
- FN-Establish Trust
- FN-Vendor Completes Invoice and sends back
- FN-Send form back to worker for correction.
- FN-Supervisor Review and Approval of PMF110 (TE)
- FN-Send Report to Regional Coordinator
- FN-ISIS Setup
- FN-Receive Corrected Form 213
- FN-Decide on Legal Disposition
- FN-Verify all forms are received
- FN-Send Samples to Regions
- FN-Staff Manually Modifies Invoice
- CW-Receive Approved Contract and BA22
- FN-Send Invoice to Provider
- FN-Receive Payment

- FN-Assign Funding Sources
- FN-Approve Invoice/Receipts
- FN-Enter Emergency Request into TIPS
- FN-Research Missing Forms
- FN-Notify Bank
- FN-Invoice Generation
- FN-Create Payment History Record
- CW-Asst. Secretary for review and sign and sends back to Contracts Unit.
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Research ISIS Overpayment
- FN-Complete Form 213
- FN-Reconcile
- FN-Coordinator Requests ISIS HR Data
- FN-Update System
- FN-Has child turned 18?
- CW-Maintain Policy

Organization Office of Management & Finance (OM&F)

Appears on

- FN-Emergency Payments
- FN-Expedited Payments

- FN-ISIS Payments
- FN-ISIS Payments
- FN-Issue Manual Check
- FN-Semi-Automatic Payments
- FN-Worker Reimbursement
- FN-Maintain Services and Rates
- FN-Assign Funding Sources

Process: Mapping

- FN-ISIS Payments
- FN-Manual Payments
- FN-Receive Request
- FN-Update ISIS with Lien/Levy
- FN-Receive PMF Forms
- FN-Update Bank Recon and ISIS
- FN-Bank Recon Updated
- FN-Assistant Secretary and Staff Testify
- FN-Finalize Budget
- FN-Check or EFT?
- FN-Lost Check?
- FN-Stolen Check?

- FN-Damaged Check?
- FN-Provider Check?
- FN-Underpayment
- FN-Process a Position
- FN-Update Financial History
- FN-Enter Debit and Credit Invoices into appropriate system.
- FN-Send Check
- FN-Check Run
- FN-Send Copies to Parish/State Office
- FN-Transfer Funds
- FN-No Change to ISIS required.
- FN-Send Notice to Provider/Vendor
- FN-Send 2nd Notice to Provider/Vendor
- FN-Update Dedicated Account Spreadsheet
- FN-Is refund amount more than original check?
- FN-Deny Request
- FN-Research ISIS Overpayment
- FN-Make Revenue Projections.
- FN-Cancel Receivable
- FN-Funding Determination
- FN-Enter Expense Request into TMS
- FN-Send back difference

- FN-Notify Vendor/Provider of Overpayment
- FN-Input payment in appropriate system
- FN-Respond to Legislative Questions
- FN-Locate Offered Positions
- FN-Forms Signed?
- FN-Refine Budget Request
- FN-Staff Attorney Reviews
- FN-OM&F Fiscal Review
- FN-Notify Office
- FN-Correction or Time Expires?
- FN-Data entry Error?
- FN-Classify in ISIS
- FN-Correct Errors
- FN-Audit Expense Report
- FN-Update a Record
- FN-Approve?
- FN-Match Check to Original PMF Form
- FN-Research Provider Claims
- FN-Year End Close Books
- FN-Problems?
- FN-Provider 2nd Notice?
- FN-Remove withholding Flag

- FN-Update TIPS
- FN-Has check been mailed?
- FN-Complete Invoice
- FN-Cancel Check in Appropriate System
- FN-ISIS Payment?
- FN-Research Original Invoice
- FN-Replace Check
- FN-CC Change? Change?
- FN-Prepare Check for Deposit
- FN-New Source?
- FN-Errors?
- FN-Supervisor Review and Approval of TMS Request
- FN-Lien = Payment?
- FN-ISIS Check?
- FN-Reconciliation
- FN-Enter a J1 Document in ISIS
- FN-Update 1099 Spreadsheet
- FN-Notify Requestor of Denial
- FN-Notify Requestor
- FN-Update Trust Tracking System
- FN-Complete Deposit Slip and Send to STO
- FN-Send Invoice to Provider

- FN-Receive Approval
- FN-Send Check Cancellation Input form with J1 # to STO
- FN-Research Vendor or Provider
- FN-Complete Form
- FN-Send Form to STO
- FN-Access Project File
- FN-Setup as a receivable, if necessary
- FN-Submit Schedule to DSS
- FN-Shred Check
- FN-Lost or Damaged?
- FN-Cost Allocation Run
- FN-Receive Form 213
- FN-Two checks are created
- FN-Receive Notification
- FN-Review Budget Request
- FN-Issue Check
- FN-ISIS updated with payment information
- FN-Establish ISIS New Revenue/Expenditure Org/Rpt Category
- FN-Status of Check?
- FN-Cancel Receivables
- FN-Respond to DoA Budget Questions
- FN-Notify Payment Management to continue.

- FN-Determine Detailed Expenditure Levels
- FN-CW Change?
- FN-Create Check
- FN-Perform Stop Payment
- FN-Payment Received?
- FN-Update ISIS
- FN-Paid and Stolen?
- FN-Data Entry For CAPS and JAS
- FN-Receive Notification
- FN-Send Notice to Parish
- FN-Record Adjustment
- FN-Pull Check
- FN-Gather Prior Year Expenditure info.
- FN-Deposit Checks
- FN-Valid Overpayment?
- FN-Request Check
- FN-TMS Batch Cycle Run Completes
- FN-Within 30 days?
- FN-Update Bank Recon System
- FN-From a Sheriff?
- FN-Cancel Check (System Cancels using State Funds)
- FN-One check is created

- FN-Check Run Batch Updates History
- FN-Cancelled?
- FN-Update Client Record
- FN-Mail Check
- FN-Refunds to State
- FN-CFMS Payment or Refund?
- FN-Staff Attorney Approval?
- FN-TMS Setup
- FN-Balance checkwrite and authorize FTP interface
- FN-Correct Problems
- FN-OFS Prepare Manual Check
- FN-Monitor and Report on Expenditures
- FN-Receive Final Statement of Expenditure
- FN-Provider/Vendor under Lien?
- FN-TIN8011 Report
- FN-Trust Funds
- FN-Inquire by Control Number
- FN-Establish Program Performance Goals
- FN-Update System
- FN-FTP to ISIS
- FN-AFS Setup
- FN-TIPS Update

- FN-Sets due date to authorize payment
- FN-Mail Check or Flag for Pickup
- FN-Submit Consolidated Schedules to DoA (Submit consolidated budget schedules to DoA)
- FN-Payment History Adjustment (if necessary)
- FN-Complete Routing Memo
- FN-Amount Change?
- FN-Complete Check Cancellation Input Form
- FN-Create ISIS Journal Voucher
- FN-Budget Planning
- FN-Active Vendor/Provider?
- FN-Update Spreadsheet
- FN-Receive Copies of Check
- FN-Program/ Funding/ Maj-Min Change?
- FN-Return to Employee
- FN-Paid?
- FN-Review "Open Payable" Records
- FN-Type Check
- FN-Issue New Corrected Check
- FN-Setup Withholding
- FN-ISIS Setup
- FN-Request check from vendor/provider
- FN-Check Bounce, Data Entry Problem?

- FN-ISIS Vendor?
- FN-Spread Approved Budget
- FN-Review Program Summary Report
- FN-Credit Memo
- FN-Budget Adjustments
- FN-Request Refund
- FN-Returned to Cost Center Head
- FN-OM&F sends forms to Bank
- FN-Make adjustment to issuing subsystem
- FN-Send W9 to Provider/Vendor
- FN-Request Copies from Bank
- FN-Update DSS Systems with Lien/Levy
- FN-Develop workload adjustments and new/expanded programs.
- FN-TMS Setup
- FN-Update Appropriate Systems
- FN-Payment Batch Cycle
- FN-Check Reprinted
- FN-CW, CC, or TANF?
- FN-Sign Check
- FN-Update Database
- FN-Send Copy of Warrant to Bank Recon
- FN-Setup Receivable

- FN-Check Status with Bank/CRDS/ISIS
- FN-Send information to Bank
- FN-Update Disposition (311)
- FN-Input ISIS Manual Warrant
- FN-EFT into Dedicated Account?
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-Refund/Recoup Process
- FN-TIN8010 Report
- FN-OMF sends info to Postal Inspector

Organization State Treasury Office (STO)

Process: Mapping

- FN-Errors?
- FN-Deposit Checks
- FN-Stop Payment
- FN-Correct Errors
- FN-Record Receipt in ISIS
- FN-Cancel Check in ISIS
- FN-Issue New Corrected Check
- FN-Enter data into ISIS

- FN-Receive Form
- FN-Reconciliation

Organization Federal Benefits

Process: Mapping

- FN-Create Memo and send to OM&F
- FN-Notify Family
- FN-Establish Trust
- FN-Physical Check Received
- FN-Has child turned 18?
- FN-Completed SSA Packet
- FN-Notify OMF that Trust will be created
- FN-Continue Federal Benefits - SSA
- FN-Notify Child
- FN-Record Receipt of Check
- FN-Notify Bank

Organization Cash Management

Process: Mapping

- FN-Errors?
- FN-Classify in ISIS
- FN-Send back difference
- FN-Complete Deposit Slip and Send to STO
- FN-Update Client Record
- FN-Create Check
- FN-Update Dedicated Account Spreadsheet
- FN-Receive Request
- FN-Check Bounce, Data Entry Problem?
- FN-Prepare Check for Deposit
- FN-EFT into Dedicated Account?
- FN-Trust Funds
- FN-Send Spreadsheet to OCS Federal Benefits
- FN-TIN8010 Report
- FN-Correct Errors
- FN-Update Trust Tracking System
- FN-TIN8011 Report
- FN-Send Check
- FN-Create ISIS Journal Voucher
- FN-Update TIPS
- FN-TIPS Update

- FN-Check or EFT?
- FN-Transfer Funds
- FN-Payment Received?
- FN-Deposit Checks
- FN-Notify Office
- FN-Setup as a receivable, if necessary
- FN-Update Database
- FN-Request Refund
- FN-Is refund amount more than original check?
- FN-Reconciliation

Organization Foster Care and Adoption

Appears on FN-Maintain Services and Rates

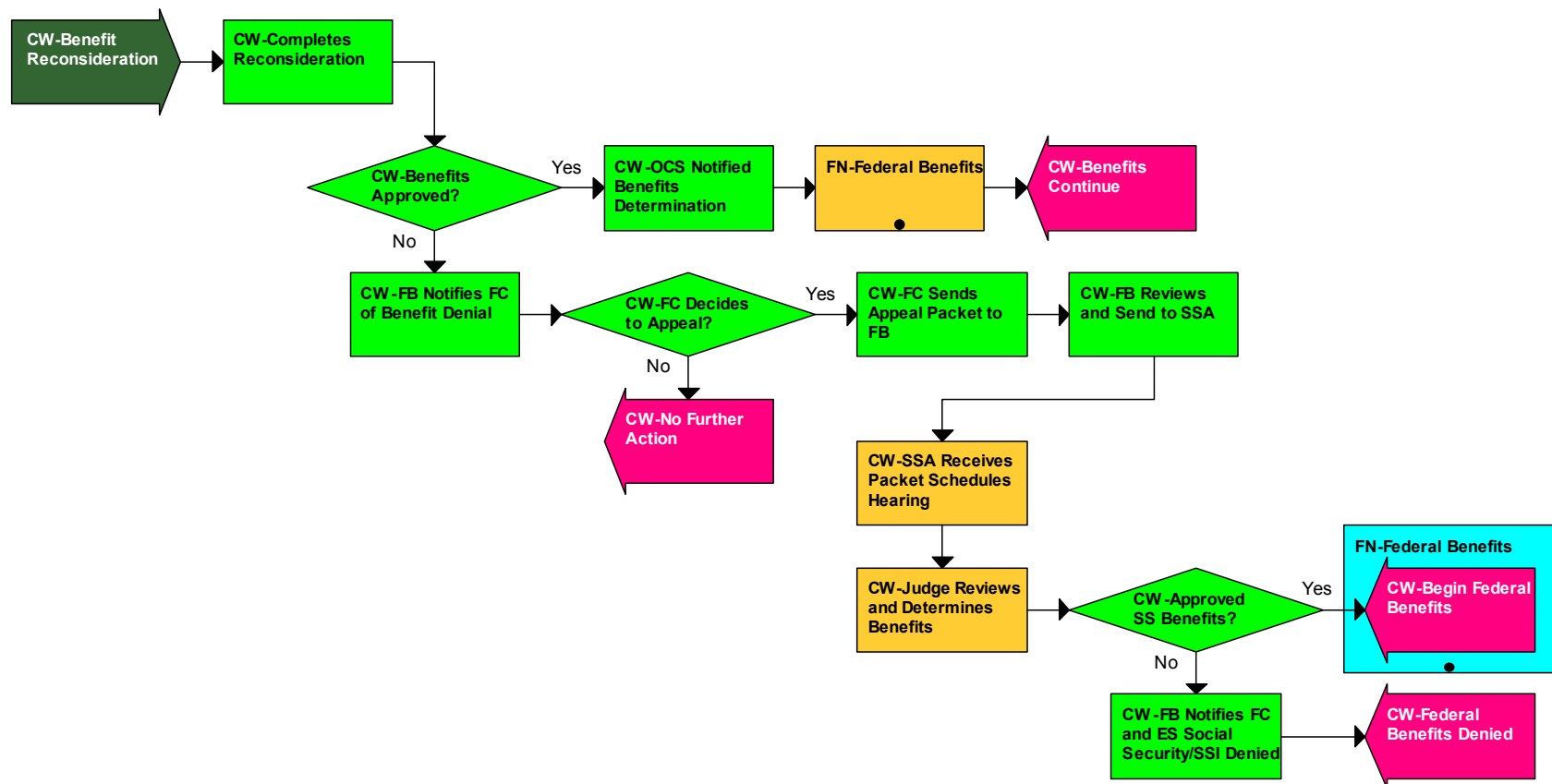
Process: Mapping

- FN-Complete SSA Packet
- FN-Level of Care/Special Rate
- FN-Completes FAST1 and other Forms
- FN-Research ISIS Overpayment
- FN-Request for Refund

- FN-Create Memo and send to OM&F

CW-25 SSA Benefit Reconsideration and Appeal

Diagram: CW-25 SSA Benefit Reconsideration and Appeal



Description

The diagram, CW-25 SSA Benefit Reconsideration and Appeal, show the process if an application is denied and the steps for an appeal to obtain reconsideration from the Social Security Administration.

CW-25 SSA Benefit Reconsideration and Appeal details the Process: CW-25 SSA Benefit Reconsideration and Appeal

Appears on

- CW-00-Child Welfare Main Page
- FN-Federal Benefits

Internal Event CW-Benefit Reconsideration

Category: Internal Event/Result

Description

Benefits have been denied by SSA. The State re-applies to have the application reconsidered.

Common Process CW-Completes Reconsideration

Category: Common Process

Description

OCS initiates Reconsideration of Award process and sends to SSA

Application Mapping

- Manual Process

Common Decision CW-Benefits Approved?

Category: Common Decision

Description

SSA evaluates the reconsideration request and takes action

Application Mapping

- Manual Process

Common Process CW-OCS Notified Benefits Determination

Category: Common Process

Description

OCS notified of benefits review determination

Application Mapping

- GroupWise
- Semi Automated Process

Business Process FN-Federal Benefits

Category: Business Process

Description

Federal Benefits are those payments made to OCS, by the Social Security Administration (SSA), on behalf of a client.

Is further detailed on FN-Federal Benefits

Appears on

- CW-22 Determine Eligibility
- CW-24 Maintain Fed Benefits

Internal Result CW-Benefits Continue

Category: Internal Event/Result

Description

After success in having the application re-considered, Federal Benefits will continue.

Common Process CW-FB Notifies FC of Benefit Denial

Category: Common Process

Description

FC worker notified of SSA benefits review denial action.

Application Mapping

- GroupWise
- Semi Automated Process

Common Decision CW-FC Decides to Appeal?

Category: Common Decision

Description

FC worker assesses the child's condition and the reason for SSA denial of benefits to determine whether or not to appeal the SSA decision.

Application Mapping

- Manual Process

Common Process CW-FC Sends Appeal Packet to FB

Category: Common Process

Description

FC Worker sends packet to Federal Benefits Worker

Application Mapping

- Manual Process

Common Process CW-FB Reviews and Send to SSA

Category: Common Process

Description

Federal Benefits Worker revise ad approves appeals packet and sends to SSA

Application Mapping

- Manual Process

Business Process CW-SSA Receives Packet Schedules Hearing

Category: Business Process

Description

SSA schedules an appeals hearing after receiving packet from DSS

Application Mapping

- Manual Process

Business Process CW-Judge Reviews and Determines Benefits

Category: Business Process

Description

Administrative Law Judge/hearing officer makes finding based on facts

Application Mapping

- Manual Process

Common Decision CW-Approved SS Benefits?

Category: Common Decision

Description

Does the appeal hearing result in approved benefits for the child?

Appears on CW-24 Maintain Fed Benefits

Application Mapping

- Manual Process

Internal Result CW-Begin Federal Benefits

Category: Internal Event/Result

Description

Federal benefits initiated

Appears on CW-24 Maintain Fed Benefits

Common Process CW-FB Notifies FC and ES Social Security/SSI Denied

Category: Common Process

Description

FB Worker notifies Foster Care Worker and IV-E Worker that SSA benefits remain denied as the result of the appeals hearing.

Appears on CW-24 Maintain Fed Benefits

Application Mapping

- Manual Process

Internal Result CW-Federal Benefits Denied

Category: Internal Event/Result

Description

The result of SSA's determination not to provide benefits to the applicant.

Appears on CW-24 Maintain Fed Benefits

Internal Result CW-No Further Action

Category: Internal Event/Result

Description

Attempts to have benefits approved have failed and no further action is warranted.

Business Process FN-Federal Benefits

Category: Business Process

Description

Federal Benefits are those payments made to OCS, by the Social Security Administration (SSA), on behalf of a client.

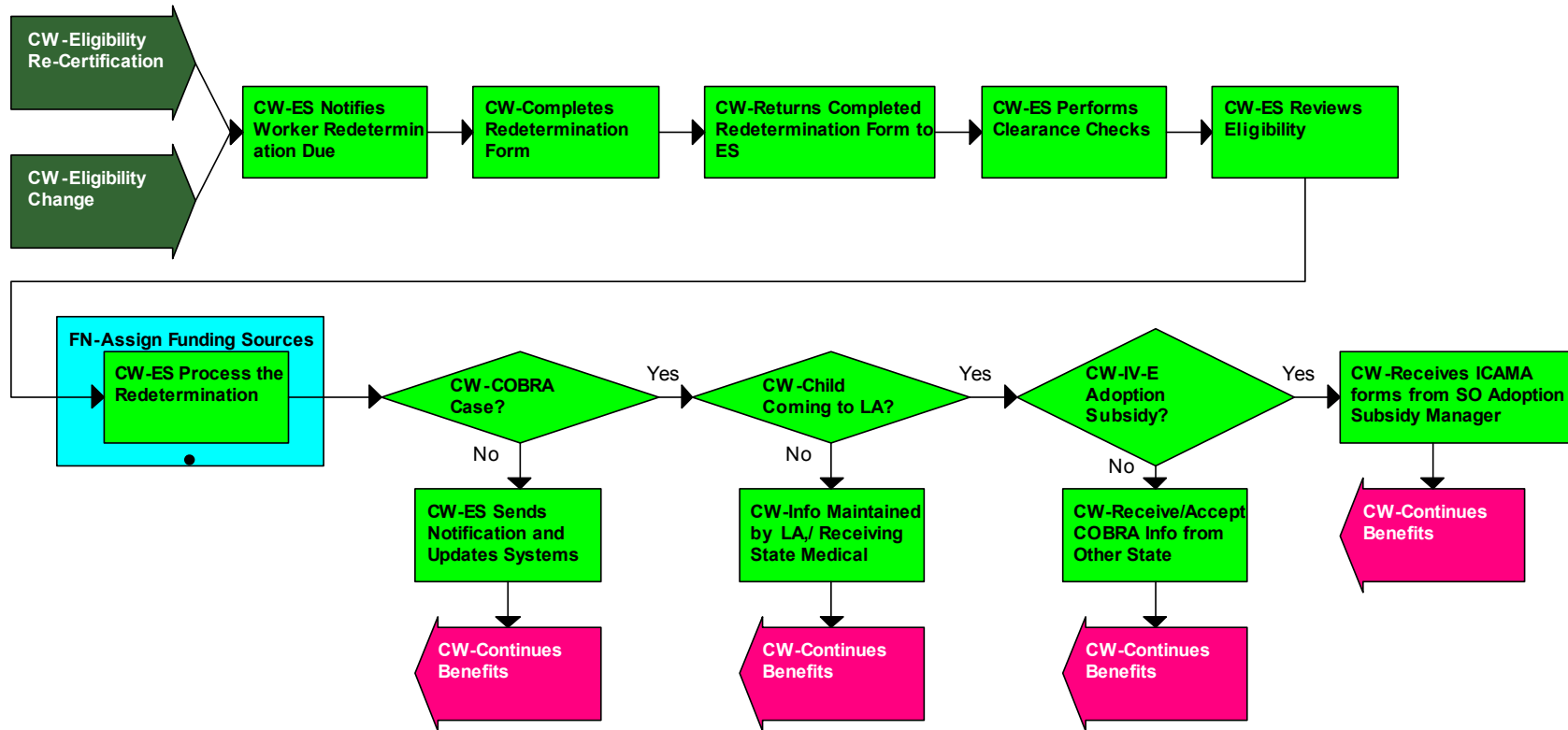
Is further detailed on FN-Federal Benefits

Appears on

- CW-22 Determine Eligibility
- CW-24 Maintain Fed Benefits

CW-23 Recertification & Change

Diagram: CW-23 Recertification & Change



Description

The diagram, CW-23 Recertification & Change, depicts the process for recertification and change in circumstances reporting process.

CW-23 Recertification & Change details the Process: CW-23 Recertification & Change

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Eligibility Re-Certification

Category: Internal Event/Result

Description

Annually the ES notifies the FC worker that the eligibility redetermination is due. The redetermination must be done to continue funding under a particular funding source while the child receives agency services. If the redetermination is not completed the source of funding will change, but the child will continue to receive services.

Common Process CW-ES Notifies Worker Redetermination Due

Category: Common Process

Description

Annually the ES notifies FC worker that eligibility redetermination is due

Application Mapping

- Manual Process

Common Process CW-Completes Redetermination Form

Category: Common Process

Description

CW-Completes Redetermination Form

Application Mapping

- Manual Process

Common Process CW>Returns Completed Redetermination Form to ES

Category: Common Process

Description

FC worker completes Redetermination Form and sends to ES

Application Mapping

- Manual Process

Common Process CW-ES Performs Clearance Checks

Category: Common Process

Description

ES clears case information

Application Mapping

- TIPS
- LAMI
- SIEVS
- LASES
- LDET
- MEDS
- BENDEX
- IRS Inquiry

Common Process CW-ES Reviews Eligibility

Category: Common Process

Description

ES reviews continuing eligibility

Application Mapping

- Manual Process

Common Process CW-ES Process the Redetermination

Category: Common Process

Description

ES processes the redetermination

Application Mapping

- TIPS
- MEDS
- Semi Automated Process

Common Decision CW-COBRA Case?

Category: Common Decision

Description

Is this a COBRA case?

Application Mapping

- Manual Process

Common Decision CW-Child Coming to LA?

Category: Common Decision

Description

Child coming into Louisiana

Application Mapping

- Manual Process

Common Decision CW-IV-E Adoption Subsidy?

Category: Common Decision

Description

Is the child eligible for a Title IV-E adoption subsidy?

Application Mapping

- Manual Process

Common Process CW-Receives ICAMA forms from SO Adoption Subsidy Manager

Category: Common Process

Description

ICAMA forms from SO Adoption Subsidy Manager.

Application Mapping

- MEDS
- Semi Automated Process

Internal Result CW-Continues Benefits

Category: Internal Event/Result

Description

Benefits will continue to be provided.

Appears on CW-24 Maintain Fed Benefits

Common Process CW-Receive/Accept COBRA Info from Other State

Category: Common Process

Description

COBRA information received form sending state and accepted as valid

Application Mapping

- MEDS
- Semi Automated Process

Internal Result CW-Continues Benefits

Category: Internal Event/Result

Description

Benefits will continue to be provided.

Appears on CW-24 Maintain Fed Benefits

Common Process CW-Info Maintained by LA,/ Receiving State Medical

Category: Common Process

Description

On children coming into care in LA but who reside in another State, LA maintains eligiblity information, but Certification for medical expenses is the other state's responsibility.

Application Mapping

- TIPS
- Semi Automated Process

Internal Result CW-Continues Benefits

Category: Internal Event/Result

Description

Benefits will continue to be provided.

Appears on CW-24 Maintain Fed Benefits

Common Process CW-ES Sends Notification and Updates Systems

Category: Common Process

Description

If the child is not COBRA, ES sends the necessary notifications and updates MEDS/TIPS

Application Mapping

- TIPS
- MEDS

- Semi Automated Process

Internal Result CW-Continues Benefits

Category: Internal Event/Result

Description

Benefits will continue to be provided.

Appears on CW-24 Maintain Fed Benefits

Internal Event CW-Eligibility Change

Category: Internal Event/Result

Description

Change in eligibility status (E.g., change in placement or rate, etc.)

Common Process FN-Assign Funding Sources

Category: Common Process

Description

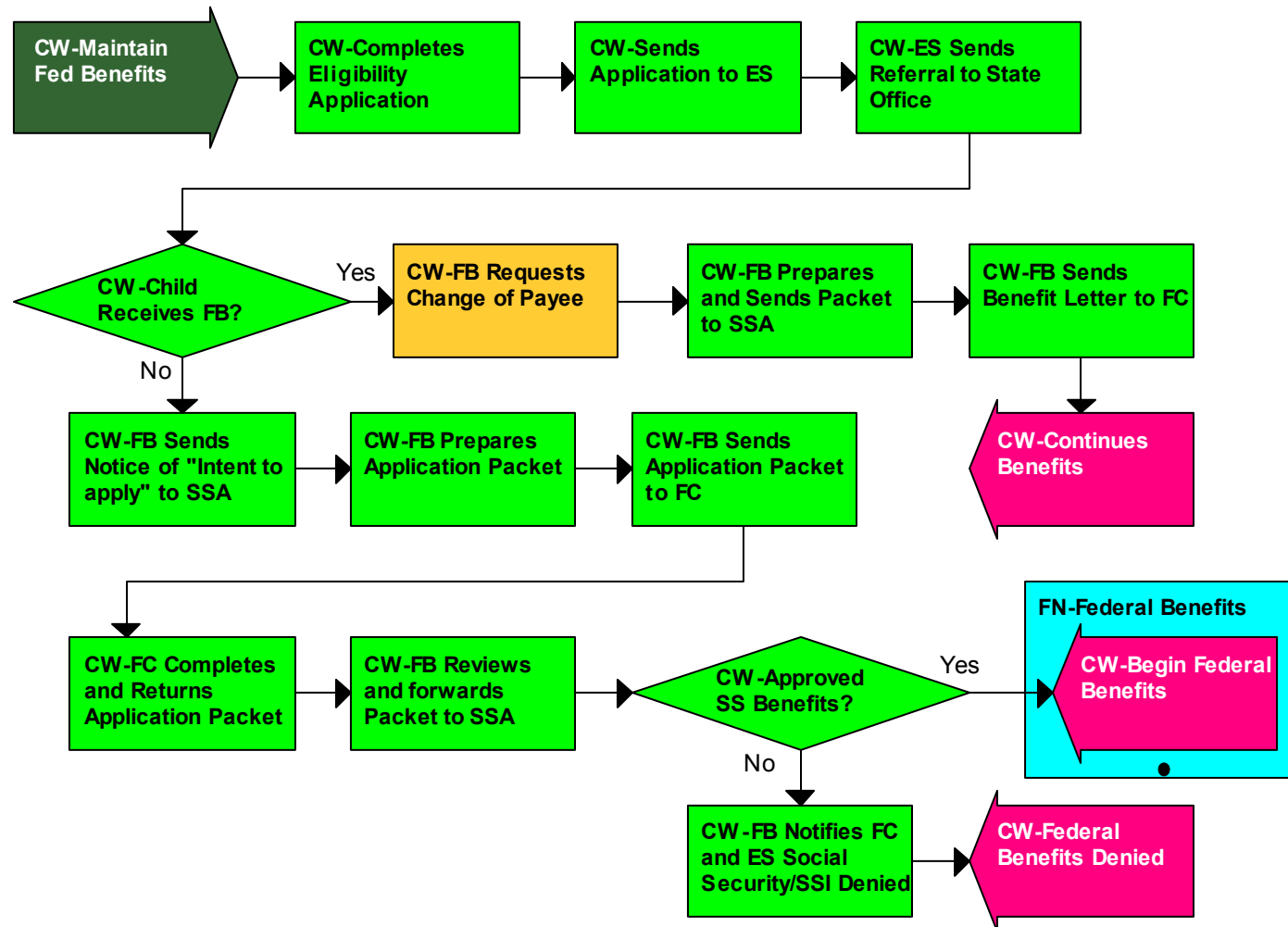
Process by which each office determines how a program/service is funded.

Is further detailed on FN-Assign Funding Sources

Appears on CW-22 Determine Eligibility

CW-24 Maintain Fed Benefits

Diagram: CW-24 Maintain Fed Benefits



Description

The diagram, CW-24 Maintain Fed Benefits, depict how applications are made for Federal benefits on behalf of children in OCS custody.

CW-24 Maintain Fed Benefits details the Process: CW-24 Maintain Fed Benefits

Appears on

- CW-00-Child Welfare Main Page

Internal Event CW-Maintain Fed Benefits

Category: Internal Event/Result

Description

This event is the process to obtain or maintain Federal Benefits for a child in the custody of the State.

Common Process CW-Completes Eligibility Application

Category: Common Process

Description

Foster Care (FC) Worker completes eligibility application

Application Mapping

- TIPS
- Semi Automated Process

Common Process CW-Sends Application to ES

Category: Common Process

Description

Foster Care (FC) Worker sends application to ES

Application Mapping

- Manual Process

Common Process CW-ES Sends Referral to State Office

Category: Common Process

Description

ES sends referral to State Office

Application Mapping

- Manual Process

Common Decision CW-Child Receives FB?

Category: Common Decision

Description

Child currently receives Federal benefits?

Application Mapping

- Manual Process

Business Process CW-FB Requests Change of Payee

Category: Business Process

Description

FB Worker request a Change of Payee to make OCS the Payee of the benefits

Application Mapping

- Manual Process

Common Process CW-FB Prepares and Sends Packet to SSA

Category: Common Process

Description

FB Worker prepares Change of Payee packet for SSA/SSI and sends packet to SSA

Application Mapping

- Manual Process

Common Process CW-FB Sends Benefit Letter to FC

Category: Common Process

Description

FB Worker sends copies of benefit letter to FC Worker and retains letter

Application Mapping

- Manual Process

Internal Result CW-Continues Benefits

Category: Internal Event/Result

Description

Benefits will continue to be provided.

Appears on

- CW-23 Recertification & Change
- CW-23 Recertification & Change
- CW-23 Recertification & Change
- CW-23 Recertification & Change

Common Process CW-FB Sends Notice of "Intent to apply" to SSA

Category: Common Process

Description

For SSI only, FB Worker sends notice of "Intent to apply" to SSA to establish the effective date that benefits will begin, if the child qualifies for benefit

Application Mapping

- Manual Process

Common Process CW-FB Prepares Application Packet

Category: Common Process

Description

FB Worker assembles the application packet, sending to FC for completion

Application Mapping

- Manual Process

Common Process CW-FB Sends Application Packet to FC

Category: Common Process

Description

FB Worker assembles the application packet, sending to FC for completion

Application Mapping

- Manual Process

Common Process CW-FC Completes and Returns Application Packet

Category: Common Process

Description

FC Worker completes the packet, returns to FB Worker, FB Worker reviews and sends to SSA

Application Mapping

- Manual Process

Common Process CW-FB Reviews and forwards Packet to SSA

Category: Common Process

Description

FC Worker completes the packet, returns to FB Worker, FB Worker reviews and sends to SSA

Application Mapping

- Manual Process

Common Decision CW-Approved SS Benefits?

Category: Common Decision

Description

Does the appeal hearing result in approved benefits for the child?

Appears on CW-25 SSA Benefit Reconsideration and Appeal

Application Mapping

- Manual Process

Internal Result CW-Begin Federal Benefits

Category: Internal Event/Result

Description

Federal benefits initiated

Appears on CW-25 SSA Benefit Reconsideration and Appeal

Common Process CW-FB Notifies FC and ES Social Security/SSI Denied

Category: Common Process

Description

FB Worker notifies Foster Care Worker and IV-E Worker that SSA benefits remain denied as the result of the appeals hearing.

Appears on CW-25 SSA Benefit Reconsideration and Appeal

Application Mapping

- Manual Process

Internal Result CW-Federal Benefits Denied

Category: Internal Event/Result

Description

The result of SSA's determination not to provide benefits to the applicant.

Appears on CW-25 SSA Benefit Reconsideration and Appeal

Business Process FN-Federal Benefits

Category: Business Process

Description

Federal Benefits are those payments made to OCS, by the Social Security Administration (SSA), on behalf of a client.

Is further detailed on FN-Federal Benefits

Appears on

- CW-22 Determine Eligibility
- CW-25 SSA Benefit Reconsideration and Appeal
- CW-25 SSA Benefit Reconsideration and Appeal